

**BY ORDER OF THE COMMANDER**  
**374TH AIRLIFT WING**

**374TH AIRLIFT WING INSTRUCTION**  
**13-213**



**13 APRIL 2012**

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***Nuclear, Space, Missile, Command and Control***

**VEHICLE OPERATIONS**  
**ON THE AIRFIELD (PA)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 13-2, *Air Traffic, Airfield Airspace and Range Management*. It establishes procedures to govern all vehicular traffic: Government, commercial and private, on the Yokota Air Base (AB) airfield. Coordinate all changes, additions, or deletions with 374th Operations Support Squadron Airfield Management (374 OSS/OSAM) prior to formal change. 374 OSS/OSAM may publish interim changes, as necessary, to effect priority/emergency changes. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and dispose of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through MAJCOM OPR for AO to HQ AFFSA/A3A for final disposition. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974, authorized by 10 U.S.C. 8013, Secretary of the Air Force. Forms affected by the PA have an appropriate PA statement. System of records notice F024 AF IL C, *Motor Vehicle Operators' Records*, applies.

**SUMMARY OF CHANGES**

This Interim Change incorporates outlines changes to the CMA and airfield map. It also contains procedures for changing of stamps on AF Form 483. In this change it also outlines that airfield driving information can be found in both English and Japanese for contractor/Host Nation

personnel. Changes were made to attachments 5,6, and 7 adding CMA to the attachments. A margin bar (|) indicates newly revised material.

<b>Chapter 1—GENERAL INFORMATION</b>	<b>6</b>
1.1. Applicability. ....	6
1.2. Policy. ....	6
1.3. Cell Phone Use. ....	6
<b>Chapter 2—RESPONSIBILITIES</b>	<b>7</b>
2.1. Wing Commander. ....	7
2.2. Operations Group Commander. ....	7
2.3. Unit Commander. ....	8
2.4. Wing ADPM. ....	10
2.5. Unit ADPM. ....	12
2.6. Airfield Management (AM) responsibilities. ....	13
2.7. Air Traffic Control Tower. ....	14
2.8. Wing Safety. ....	14
2.9. Security Forces Squadron (SFS). ....	14
2.10. Hospital/Medical Treatment Facility. ....	15
2.11. Civil Engineering Squadron. ....	15
2.12. Airfield Personnel (Qualified Drivers and Operators). ....	16
2.13. Unit Airfield Driving Trainers Responsibilities. ....	16
2.14. Contractor/TDY Personnel. ....	16
<b>Chapter 3—AIRFIELD DRIVING TRAINING AND CERTIFICATION</b>	<b>18</b>
3.1. Issue of AF Form 483. ....	18
3.2. Issue Hours. ....	18
3.3. Prerequisites for Airfield Driving Training. ....	18
3.4. Color Vision Screening. ....	18
3.5. Qualification Training. ....	19
3.6. Written Airfield Driving Examination. ....	20
3.7. Annual Refresher Training ....	21
<b>Chapter 4—AIRFIELD DRIVING VIOLATIONS</b>	<b>22</b>
4.1. General. ....	22
4.2. CMA Violations/Runway Incursions. ....	22

4.3.	Incident Investigations. ....	22
4.4.	Enforcement and Violation Consequences. ....	24
4.5.	Reinstatement Procedures. ....	25
<b>Chapter 5—</b>	<b>PRIVATELY OWNED AND GOVERNMENT LEASED VEHICLE PASSES</b>	<b>26</b>
5.1.	Applicability. ....	26
5.2.	Vehicle Passes. ....	26
5.3.	Pass Issuance. ....	26
<b>Chapter 6—</b>	<b>VEHICLE OPERATIONS ON THE AIRFIELD</b>	<b>28</b>
6.1.	General. ....	28
6.2.	Airfield Markings. ....	29
6.3.	Airfield Signs. ....	30
6.4.	Airfield Lighting. ....	30
6.5.	Obstacle Criteria. ....	30
6.6.	Authorized Vehicles. ....	30
6.7.	Airfield Vehicle Requirements. ....	31
6.8.	Speed Limits. ....	32
6.9.	Aircraft, Equipment and Trailer Towing. ....	32
6.10.	Airfield Access Points. ....	33
6.11.	Foreign Object Debris. ....	33
6.12.	Taxiways/Taxiing Aircraft. ....	33
6.13.	Operating In/Crossing the CMA. ....	35
Table 6.1.	Call Signs ....	35
6.14.	Airfield Emergencies. ....	37
6.15.	Control Tower Light Gun Signals. ....	38
6.16.	Vehicle Operations in the Vicinity of Aircraft. ....	38
6.17.	Passengers and Cargo in Vehicles. ....	40
6.18.	Restricted Visibility and Night Operations. ....	40
6.19.	Pedestrian Movement. ....	41
6.20.	Red Carpet. ....	41
6.21.	Lateral Distance Requirements. ....	41
6.22.	Control Tower Blind Spots. ....	41
6.23.	Traffic Control Devices/Lights. ....	41
6.24.	Traction Devices. ....	41

6.25.	Smoking on the airfield. ....	41
6.26.	Vehicular Traffic on/near Fuel Pits. ....	41
6.27.	Jet Blast Areas. ....	41
6.28.	Precision Obstacle Free Zone (POFZ). ....	42
6.29.	Disabled Vehicles. ....	42
6.30.	Night Vision Device (NVD) Operations. ....	42
6.31.	Vehicle Escorts/Convoy. ....	43
<b>Chapter 7—RADIO COMMUNICATIONS PHRASEOLOGY, DISCIPLINE AND TECHNIQUES</b>		<b>44</b>
7.1.	General. ....	44
7.2.	Radio Techniques. ....	44
7.3.	Phraseology. ....	44
Table 7.1.	Sample Runway Crossing Phraseology ....	45
Table 7.2.	Sample Read back Instructions ....	45
Table 7.3.	Sample Hold Short Instructions ....	45
7.4.	Common Use Phrases. ....	46
Table 7.4.	Common Use Phrases ....	46
7.5.	The Aviation Alphabet. ....	46
Table 7.5.	Aviation Alphabet ....	46
<b>Attachment 1—GLOSSARY OF TERMS, REFERENCES AND SUPPORTING INFORMATION</b>		<b>48</b>
<b>Attachment 2—UNIT AIRFIELD DRIVING PROGRAM MANAGER AND TRAINER(S) APPOINTMENT LETTER</b>		<b>55</b>
<b>Attachment 3—UNIT ADPM TRAINING CHECKLIST</b>		<b>56</b>
<b>Attachment 4—UNIT AIRFIELD DRIVER PROGRAM SELF INSPECTION CHECKLIST</b>		<b>58</b>
<b>Attachment 5—AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION CHECKLIST</b>		<b>60</b>
<b>Attachment 6—AIRFIELD DRIVING QUALIFICATION TRAINING CHECKLIST (CURRICULUM)</b>		<b>62</b>
<b>Attachment 7—TDY PERSONNEL/NON-BASE ASSIGNED CONTRACTORS TRAINING CHECKLIST</b>		<b>66</b>
<b>Attachment 8—AIRFIELD MAP</b>		<b>68</b>

<b>374AWI13-213 13 APRIL 2012</b>	<b>5</b>
<b>Attachment 9—AFVA 11-240, AIRPORT SIGNS AND MARKINGS</b>	<b>69</b>
<b>Attachment 10—AIRFIELD SIGNS AND MARKINGS</b>	<b>70</b>
<b>Attachment 11—AF FORM 457 CHECKLIST</b>	<b>72</b>
<b>Attachment 12—AIRFIELD POV PASSES</b>	<b>73</b>
<b>Attachment 13—MEMORANDUM FOR REISSUANCE FOR AF FORM 483</b>	<b>74</b>
<b>Attachment 14—MEMORANDUM TO REQUEST AIRFIELD POV PASS</b>	<b>75</b>

## Chapter 1

### GENERAL INFORMATION

**1.1. Applicability.** All personnel operating a vehicle on the airfield at Yokota AB must be trained on local airfield driving procedures as outlined in this instruction or be escorted by a vehicle driver possessing a valid AF Form 483, *Certificate of Competency*, signed by 374 OSS/OSAM with a Yokota AB stamp from 374 OSS/OSAM certifying all testing procedures have been accomplished.

**1.2. Policy.** The 374th Airlift Wing Commander's (374 AW/CC) policy is to permit only the minimum number of vehicles required on the airfield to sustain operations. The airfield is a controlled area and entry into the area is approved through airfield operations. Only required Government-Owned Vehicles (GOV), Official-Plated Vehicles (OV), and authorized Privately-Owned Vehicles (POV) may operate on Yokota AB airfield in performance of normal maintenance and daily support operations. Vehicle traffic greatly increases the potential for security incidents, collisions, injury and Foreign Object Damage (FOD) to aircraft. Positive control of vehicles and operators is imperative. Vehicle operators shall comply with applicable directives concerning airfield vehicular traffic.

**1.3. Cell Phone Use.** IAW 374 AWI 31-204 *Yokota Air Base Motor Vehicle Traffic Supervision* (PA) paragraph 4.3.28., vehicle operators on a DoD installation and operators of GOV or POVs will not use cell phones unless the vehicle is safely parked or unless they are using a hands-free device. Text messaging/E-mailing while driving is also prohibited.

1.3.1. The official form of communication while driving on the airfield will be via land mobile radio (LMR) only.

1.3.2. Any vehicle operator observed talking on a cell phone while driving will have their AF Form 483 suspended for 30 days. A letter will be sent to the unit commander, who has the option of imposing further driving sanction.

## Chapter 2

### RESPONSIBILITIES

#### 2.1. Wing Commander.

- 2.1.1. Designates personnel and agencies to support the Airfield Driving Program (ADP).
- 2.1.2. May reinstate airfield driving privileges in writing to perform mission essential duties following suspension or revocation of an individual's civilian driver's license and/or base driving privileges. See AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*, Chapter 2, for additional information. Authority must not be delegated.
- 2.1.3. Approves publication of the Airfield Driving Instruction (ADI).
- 2.1.4. Requests an AFRSAT through the MAJCOM OPR for AO if there are recurring problems with runway incursions. See AFI 13-204, Volume 2, for additional information.
- 2.1.5. Reviews runway incursion incidents and corrective actions taken.

#### 2.2. Operations Group Commander.

- 2.2.1. Reviews CMAVs and corrective actions taken.
- 2.2.2. Implements and chairs a Runway Incursion Prevention Working Group (RIPWG) if there are more than two runway incursions within a six month period. **Note:** The RIPWG shall convene within 30 days after the second runway incursion.
  - 2.2.2.1. The RIPWG will include OSS/CC, AOF/CC, Airfield Manager (AFM), Wing ADPM, Tower Chief Controller, Wing Safety, Unit Commanders and/or unit ADPMs, and other organizational leadership as determined locally. RIPWG shall take the following actions:
    - 2.2.2.1.1. Analyze each runway incursion and corrective actions taken.
    - 2.2.2.1.2. Evaluate the airfield driving operating procedures/standards and airfield configuration (to include signs/markings/lighting) to determine if corrective actions are needed.
    - 2.2.2.1.3. Develop strategies to prevent the reoccurrence of runway incursions. Examples include but are not limited to:
      - 2.2.2.1.3.1. Increase or improve local training or testing materials.
      - 2.2.2.1.3.2. Implement mandatory briefings to all airfield drivers, aircrew and ATC personnel, as applicable.
      - 2.2.2.1.3.3. Limit runway crossings and/or limit crossings to certain taxiways/road intersections.
      - 2.2.2.1.3.4. Increase penalty for CMAVs.
      - 2.2.2.1.3.5. Alter the shape and/or increase the size of the Controlled Movement Area (CMA).
      - 2.2.2.1.3.6. Determine if additional signage, markings, and lighting are needed in

high-risk areas. Examples of additional signs, markings, and lighting include the following:

2.2.2.1.3.6.1. Installing Stop, Do Not Enter, Contact Air Traffic Control Tower. Signs/markings at runway hold lines and roads leading to the runway.

2.2.2.1.3.6.2. Increasing visibility of runway hold position markings by increasing the width of the yellow stripes from six to 12 inches. **Note:** This option requires coordination with Civil Engineer and Wing Safety and a work order request to change is implemented uniformly over the entire airfield.

2.2.2.1.3.6.3. Painting runway hold position signs on pavement prior to the runway hold position markings. (See FAA AC 150/5340-1, *Standards for Airport Markings*.) **Note:** This option requires coordination with Civil Engineer and Wing Safety and a work order request to change is implemented uniformly over the entire airfield.

2.2.2.1.3.6.4. Painting FAA enhanced taxiway centerline marking prior to the runway hold position markings. **Note:** This option requires coordination with Civil Engineer and Wing Safety and a work order request to change is implemented uniformly over the entire airfield.

2.2.2.1.3.6.5. Installing runway guard lights (RGL), if applicable.

2.2.2.1.3.6.6. Installing runway status lights (normally associated with a Category II/Airport Surveillance Detection Equipment).

2.2.2.1.3.6.7. Procuring vehicle-tracking devices to include Global Position System, ground radar, or video surveillance. **Note:** Coordinate with MAJCOM OPR for AO prior to the procurement and/or use of new systems/technology.

2.2.2.1.3.6.8. Installing additional FM radio repeaters for ATC and the base station/ramp net.

2.2.2.1.3.6.9. Installing Location Signs.

2.2.2.1.3.7. Coordinate with MAJCOM OPR for AO prior to implementing new procedures and /or purchasing airfield support systems such as signs, marking and lighting.

2.2.2.1.3.8. When required, ensure an airfield waiver is processed and approved.

2.2.2.2. When held, provide a summary of the RIPWG's analysis and recommendations during the next Airfield Operations Board (AOB).

2.2.2.3. Publish minutes of the RIPWG and provide an informational copy to the MAJCOM OPR for AO within 30 calendar days.

### 2.3. Unit Commander.

2.3.1. Appoints a primary and alternate unit ADPM in writing (*normally the Vehicle Control Officer or Vehicle Control Noncommissioned Officer*) to manage training and testing requirements of unit personnel who are required to operate a vehicle on the airfield. Forward a copy of the appointment letter to the Wing ADPM.



2.3.1.1. Unit ADPMs must be at least SSgt/7-level or above, or civilian equivalent unless manning constraints absolutely prohibit; then use most qualified SSgt/5-level or civilian equivalent available. **Note:** The responsible Group Commander (or equivalent), is delegated authority to waive this requirement. Authority may be delegated in the ADI. Forward a copy of the waiver to the Wing ADPM.

2.3.1.2. Ensures a replacement unit ADPM is appointed in writing and trained by the Wing ADPM at least 30 days prior to releasing the current unit ADPM.

2.3.2. Certifies personnel are qualified to drive on the airfield. Authority may be delegated in writing to unit ADPMs.

2.3.3. Ensures unit personnel complete the required training and testing requirements outlined in this instruction and ADI prior to obtaining an AF Form 483, *Certificate of Competency*, to operate a vehicle on the airfield.

2.3.4. Limits the number of personnel authorized to drive on the airfield to the absolute minimum necessary to accomplish the mission.

2.3.5. Suspends a unit member's airfield driving authorization upon suspension or revocation of their civilian driver's license, and/or base driving privileges. Notify the Wing ADPM and unit ADPM of the individuals' suspension/revocation. **Note:** Process request for reinstatement of airfield driving authorization according to paragraph 2.3.2.

2.3.6. Ensures unit ADPMs can satisfactorily manage the number of airfield drivers within their organization. Large organizations (e.g., consist of two or more units) should consider having more than one unit ADPM to provide effective program management and quality training, thus reducing the potential for airfield driving violations and runway incursions. Conversely, small organizations (e.g., normally a flight level or smaller) can combine and or consolidate their ADP with a unit.

2.3.7. Appoints unit airfield driving trainers in writing to conduct and document practical day and night (as applicable) airfield familiarization training and the practical driving test as outlined in this AWI and ADI. Trainers must have completed the AF Training Course. Forward a copy of the appointment letter to the Wing ADPM. **Note:** This letter may be consolidated with the unit ADPM appointment letter. See [Attachment 2](#) for an example appointment letter.

2.3.8. Reviews individual's AF Form 1313, *Driving Record* (located at Security Forces), to determine their qualifications before permitting them to operate a vehicle and or equipment on the airfield.

2.3.9. Ensures unit ADPMs and designated trainers give a practical day and night (as applicable) airfield familiarization training and practical driving test to all new vehicle operators before they are allowed to drive vehicles on the airfield.

2.3.10. Ensures unit airfield drivers limit their access on or across the runway to mission essential duties only.

2.3.11. Participates in the RIPWG.

**2.4. Wing ADPM.** The Deputy Airfield Manager serves as the Wing ADPM to provide overall ADP management and oversight. The preferred grade of the Wing ADPM is MSgt/E-7 or civilian equivalent.

2.4.1. Develops an ADI to establish the Wing ADP.

2.4.1.1. The ADI must be a stand-alone publication to AFI 13-213, that is coordinated and approved by the MAJCOM OPR for AO prior to final publication and implementation. **Note:** AFRC and ANG locations at shared-use airfields shall coordinate their ADI's with the civil airport manager prior to MAJCOM OPR for AO review.

2.4.1.1.1. For standardization, use the AFI 13-213 publication series/title for ADI.

2.4.1.1.2. Refer to Chapter 3 of AFI 13-213 for items that must be included in the ADI.

2.4.1.2. The wing may develop a supplement to AFI 13-213. Supplements must be routed through the MAJCOM OPR for AO for technical/functional coordination prior to obtaining certification and approval to publish.

2.4.2. Uses [Attachment 3](#) or electronic equivalent to conduct and document training on a unit ADPM.

2.4.3. Provides unit ADPMs a copy of the ADI, training curriculum, and testing materials to manage unit ADP.

2.4.4. Conducts a review of the ADI to include procedural guidance, training/testing materials, diagrams, figures, and any other supportive information for currency and accuracy at least annually. Use a Memorandum for Record (MFR), log, or electronic equivalent to document ADI program reviews and maintain a file copy IAW AFRIMS RDS, Table 13-06, Rule 4.00.

2.4.5. Conducts quality control measures to monitor the effectiveness of unit airfield driver training programs. At a minimum, the Wing ADPM will:

2.4.5.1. Routinely monitor ramp net radio for proper terminology/phraseology and discipline.

2.4.5.2. Conduct random spot checks for enforcement and compliance with the ADI. At a minimum, a spot check will include a check of the driver's AF Form 483 for accuracy/currency, the availability/currency of AF Visual Aids (e.g., AFVA 11-240, *USAF Airport Signs and Markings*, AFVA 13-221, *Control Tower Light Signals*, AFVA 13-222, *Runway/Controlled Movement Area Procedures*), and the availability/currency of the local airfield diagram.

2.4.5.2.1. Report violations detected during spot checks to the AFM, AOF/CC, individual's Unit Commander and ADPM.

2.4.5.2.2. Report and document results of spot checks (unit/office symbol) in the "status of airfield driving" section of AOB.

2.4.5.3. Inspect each unit ADP at least annually (every 12 months) for program integrity and compliance with the ADI.

- 2.4.5.3.1. Use **Attachment 4** (available for download at the AM Operations, Procedures and Training Community of Practice (CoP). <https://afkm.wpafb.af.mil/community/views/home.aspx?filter=oo-op-af-09>) or electronic equivalent to conduct and document the inspection of the unit ADP.
- 2.4.5.3.2. Provide inspection results to the unit's commander and brief at the next quarterly AOB.
- 2.4.6. Develop proactive approaches utilizing local resources, such as base paper, commander's access channel (TV), e-mail advisories, unit briefings, etc. to educate, inform and update personnel on airfield changes, trends and special events. Examples include but are not limited to exercises, air shows, static displays, driving violations, runway/taxiway closures and inclement weather driving conditions.
- 2.4.7. Maintain a Wing ADPM Continuity Binder or electronic equivalent in the TAB format below.
- 2.4.7.1. TAB A: Unit ADPM appointment letter(s).
  - 2.4.7.2. TAB B: Airfield Driving Instruction (ADI).
  - 2.4.7.3. TAB C: Annual Program Inspection Results.
  - 2.4.7.4. TAB D: Unit ADPM Training Documentation.
  - 2.4.7.5. TAB E: Current list of unit assigned airfield drivers.
  - 2.4.7.6. TAB F: USAF Airfield Driving CBT, Training Curriculum, Test/Answer Key.
  - 2.4.7.7. TAB G: Unit airfield driving requirements as applicable (e.g., Fire Trucks, Fuel Trucks, K-loaders, etc.).
  - 2.4.7.8. TAB H: Airfield Violations/Corrective actions.
  - 2.4.7.9. TAB I: References (e.g., AFMAN 24-306, *Manual for Wheeled Vehicle Operator*, Chapter 20, AFOSHSTD 91-100, *Aircraft Flight Line – Ground Operations and Activities*, Chapter 6, and AFI 21-101, *Aircraft and Equipment Maintenance Management*, etc.) **Note:** References may be a paper or electronic copy.
  - 2.4.7.10. TAB J: Miscellaneous information (e.g., Meeting Minutes, Digest Articles, RIPWG, etc.).
- 2.4.8. Conducts semi-annual meetings with unit ADPMs to provide training, brief CMAVs, trends, etc.
- 2.4.8.1. This meeting may be done in-conjunction with the base Vehicle Control Officer/Vehicle Control Non-Commissioned Officer meeting.
  - 2.4.8.2. Use a MFR or electronic equivalent to document semi-annual meeting minutes. Maintain a file copy of the current calendar year in Tab J of the Wing ADPM Continuity Binder or electronic equivalent.
- 2.4.9. Coordinates on unit airfield driving lesson plans and tests.
- 2.4.10. Ensures unit ADPMs provide appropriate training to TDY personnel and Non-base assigned contractors based on type, location, time and duration of work. See paragraph **2.14** for additional information.

2.4.11. Provides classroom training as determined locally.

2.4.12. Participates in the RIPWG.

2.4.13. Provides unit ADPM a standardize spreadsheet or electronic equivalent to monitor and track unit personnel authorized to drive on the airfield. At a minimum, the list of airfield drivers will include the individual's full name, rank, unit, AF FORM 483 certificate number, restrictions (e.g., daytime or ramp only) and refresher training due date. **Note:** A sample spreadsheet is available for download at the Airfield Management Operations, Procedures and Training CoP.

## 2.5. Unit ADPM.

2.5.1. Must be trained and certified to drive on the airfield.

2.5.2. Administers the unit airfield driver's training program according to this AWI and ADI.

2.5.3. Ensures unit personnel complete airfield driver training and certification prior to issuance of a AF Form 483. (See [Attachment 5](#))

2.5.4. Identifies, documents, and tracks personnel requiring access to the CMA, non-CMA, or restricted airfield driving as applicable (e.g., Ramp only, Daylight Hours only, etc.).

2.5.5. Ensures unit personnel who are not trained and certified to drive at night AF Form 483 indicates restricted access (e.g., "*AUTHORIZED DAYLIGHT HOURS ONLY*"). If the individual later requires driving on the airfield at night, ensure the practical airfield familiarization training and practical driving test is conducted and documented prior to updating the AF Form 483.

2.5.6. Ensures designated airfield driving trainers conduct and document practical day and night (as applicable) airfield familiarization training and practical driving test on unit personnel prior to issuance of an AF Form 483.

2.5.7. Ensures unit personnel authorized to drive on the CMA have completed all the required training and AF Form 483 is annotated—CMA Access by AM.

2.5.8. Ensures unit personnel have a valid state or country driver's license to operate privately owned, government (may also require a Government driver license), or contractor owned/leased vehicles on the airfield. At overseas locations, refer to MAJCOM directives for additional guidance.

2.5.9. Ensures unit personnel are qualified to drive the vehicle(s) they will be operating on the airfield. This includes any other additional training required to operate vehicles in various field conditions (e.g., blackout or Night Vision Devices [NVD], Mission Oriented Protective Posture [MOPP] gear, etc.).

2.5.10. Maintains current and accurate airfield driving training records, associated forms and listing of unit personnel authorized to drive on the airfield. **Note:** This data may be maintained electronically.

2.5.11. Ensures deploying personnel are trained and possess a valid AF Form 483 for airfield driving.

2.5.12. Schedules personnel that will drive on the CMA for color vision testing according to the ADI.

2.5.13. Conducts and documents annual refresher training on unit airfield drivers. **Note:** Document completion of refresher training on the reverse side of the individual's AF Form 483. Maintain a copy of the most current refresher training completion date on file in the unit.

2.5.14. Maintains an ADP Continuity Binder (or electronic equivalent) in the TAB format outlined in paragraph 2.4.7

2.5.15. Trains unit airfield driver trainers how to conduct and document training on newly assigned unit airfield drivers.

2.5.16. Attends Wing ADPM semi-annual meeting and/or briefing regarding airfield driving.

2.5.17. Ensures TDY personnel that are hosted by the unit receive local airfield driving training as outlined in this AWI and ADI.

2.5.18. Use **Attachment 4** or electronic equivalent to conduct and document a self-inspection of unit's ADP at least annually. Forward a copy of the inspection results to the Wing ADPM.

2.5.19. Develops procedures to disseminate airfield driving related information (e.g., articles, training, etc.) to unit airfield drivers.

2.5.20. Conducts random spot checks for enforcement and compliance with the ADI. Correct all discrepancies noted.

2.5.21. Provides classroom training as determined locally.

2.5.22. Maintains current and accurate training and testing materials.

2.5.23. Maintains the authority to issue/test airfield drivers in the unit.

2.5.24. Notifies Unit Commander and Wing ADPM in writing after suspending an individual's airfield driving privileges.

2.5.25. Participates in the RIPWG.

2.5.26. Annually validates the number of personnel authorized to drive on the airfield to include justification for individuals required to enter or cross the CMA. Forward results to the Wing ADPM.

## **2.6. Airfield Management (AM) responsibilities.** Notify all airfield drivers of runway and taxiway closures/openings by broadcasting over the RAMPNET.

2.6.1. Serves as the Office of Primary Responsibility (OPR) for the ADP. **Note:** At contract locations, the AOF/CC shall be designated as the OPR for the ADI. The AOF/CC shall designate the AM Quality Assurance individual (military or DoD Civilian) as the point of contact for the ADI. The contract AM office retains responsibility for development of the ADI and management oversight of the ADP.

2.6.2. Conducts random spot checks for enforcement and compliance with the ADI in conjunction with periodic airfield checks.

2.6.3. Routinely monitors radios for proper radio terminology/phraseology and discipline. Immediately respond to and correct improper radio usage when notified by the Air Traffic Control Tower (ATCT) or through the monitoring of radio frequencies. Document corrective actions on an AF Form 3616, *Daily Record of Facility Operation*, or electronic equivalent.

2.6.4. The AFM, Wing ADPM, or NCOIC, Airfield Management Operations will sign off the airfield driving requirement on pre-deployment checklists to ensure deploying personnel are fully trained and possess a valid AF Form 483 for airfield driving.

2.6.5. Imposes and publishes restricted driving routes as required.

2.6.6. Responds to reported or suspected airfield driving violations. At a minimum, AM personnel will:

2.6.6.1. Escort individuals off of the airfield.

2.6.6.2. Confiscate individuals AF Form 483.

2.6.6.3. Request a statement from individual(s) suspected of committing an airfield driving violation(s).

2.6.6.4. Document and report the incident to the Wing ADPM, AFM and AOF/CC.

2.6.7. Participates in the RIPWG.

## **2.7. Air Traffic Control Tower.**

2.7.1. Controls all aircraft, vehicle, and approved pedestrian traffic on the CMA by two-way radio communications or, in the event of lost communications, by light gun signals. If use of light gun signals is unsuccessful when controlling vehicle or pedestrian traffic, contact AM to have vehicle and/or pedestrian traffic escorted off the CMA.

2.7.2. Reports known CMA violations and problems with vehicle operator radio communications to AM. Assists AM in identifying and locating unauthorized personnel and vehicles on or near the CMA.

2.7.3. Participates in the RIPWG.

## **2.8. Wing Safety.**

2.8.1. Coordinates on local directives and/or operating instructions that establish vehicle traffic flow patterns and vehicle parking plans on the airfield.

2.8.2. Coordinates on lesson plans and tests for vehicle operations on the airfield. (Reference AFOSHSTD 91-100, Chapter 6.)

2.8.3. Participates with the Wing ADPM in investigating airfield driving incidents, HATRs, CMA violations. Provide a copy of all Class E CMA violation report submittals (initial, status, final) to AOF/CC for review/concurrence as outlined in AFMAN 91-223, *Aviation Safety Investigations and Reports*.

2.8.4. Participates in the RIPWG.

2.8.5. Reviews CMA violations for trends.

## **2.9. Security Forces Squadron (SFS).**

2.9.1. Monitors airfield vehicle operations for ADI compliance.

- 2.9.2. Enforces all traffic rules and directives on the airfield.
- 2.9.3. Ensures unauthorized vehicles are prohibited from operating on the airfield and informs AM of violations.
- 2.9.4. Detains all unauthorized Privately Owned Vehicles (POVs) driving on the airfield and notifies AM.
- 2.9.5. Assists in escorting violators (as needed) to AM and issues appropriate citations for violations.
- 2.9.6. Provides assistance when requested by AM or the ATCT to apprehend airfield driving violators and remove unauthorized persons from the airfield.
- 2.9.7. Complies with all procedures outlined for entry into the CMA.
- 2.9.8. Participates in the RIPWG.
- 2.9.9. Coordinate with the Wing ADPM to establish a designated response location in support of In-flight/Ground emergencies and or other emergency situations.

## **2.10. Hospital/Medical Treatment Facility.**

- 2.10.1. Administers color vision screening as determined in the ADI.
- 2.10.2. Documents color vision test results as determined in the ADI.
- 2.10.3. Coordinate with the Wing ADPM to establish a designated response location in support of In-flight/Ground emergencies and or other emergency situations.

## **2.11. Civil Engineering Squadron.**

- 2.11.1. Ensure all 374 CES and associated personnel required to be in the CMA are issued a radio with the “ramp net” frequency and have received all required training for that area. If a translator/escort is required, the sponsor work center is responsible to furnish a qualified individual. If a contract is within the CMA, the contractor must be provided an approved CMA escort and a radio that has the ramp net frequency. Details and assignment must be coordinated prior to contract approval. 374 OSS/OSAM does not provide escort personnel.
- 2.11.2. Ensure contractors and 374 CES personnel who must be in a restricted area have a valid restricted area badge or are provided with an approved escort. Escorts in restricted areas must have a valid restricted area badge. Details and escort assignment must be coordinated prior to contract approval. 374 OSS/OSAM does not provide escort personnel.
- 2.11.3. Ensure all military or civilian contractor personnel performing construction or repair work on the airfield are well briefed on this instruction before operating vehicles on the airfield. Forward contract manager’s signed letter requesting POV airfield decals to 374 OSS/OSAM with the following information: Contract manager’s name, title, telephone number, company name, contract number, valid dates, work location, license number, year, make, and model of all vehicles associated with the contract. Allow a minimum of three working days for decal completion. If rental/leased vehicles will be used, annotate such in the letter and include the approximate number of passes needed on a daily basis. **Note:** Passes for leased vehicles will be issued to contract manager by AFM or DAFM as needed on a daily basis for the duration of the contract.



**2.12. Airfield Personnel (Qualified Drivers and Operators).**

2.12.1. Will complete all vehicle and airfield driving training and certification, be qualified to drive the vehicle(s) they will be operating on the airfield. Prior experience will not be used as a substitute for completion of such training and certification.

2.12.2. Ensure rules and safety practices are obeyed and report any violations to the proper level of authority.

2.12.3. Ensure compliance at FOD checkpoints: Check tires, vehicle frame, truck beds, and bumpers. Secure loose items and properly dispose of FOD.

2.12.4. Be alert for FOD at all times while on the airfield. When possible, pick up FOD. If unable, report FOD to AM (225-7006) who will respond to the location and request sweeper support if needed. FOD such as aircraft parts, tools, nuts, bolts etc. will be turned in to the unit FOD monitor or 374 OSS/OSAM.

2.12.5. Have in their possession a valid state driver's license and /or equivalent and a stamped AF Form 483 signed by the AFM, DAFM or NCOIC AM Ops. Yokota AB stamps will read: "YOKOTA AB AIRFIELD AUTHORIZED. CMA ACCESS" or "YOKOTA AB AIRFIELD AUTHORIZED. RAMP ACCESS ONLY."

**2.13. Unit Airfield Driving Trainers Responsibilities.**

2.13.1. Unit trainers will be appointed and trained by their unit ADPM.

2.13.2. Minimum requirements for all unit airfield driving trainers:

2.13.2.1. Have a current AF Form 483 stamped either "YOKOTA AB AIRFIELD AUTHORIZED. CMA ACCESS" or "YOKOTA AB AIRFIELD AUTHORIZED. RAMP ACCESS ONLY."

2.13.2.2. Have assigned duties involving driving on the airfield.

2.13.2.3. Be highly qualified and knowledgeable in all aspects involving unit operations and airfield procedures.

2.13.2.4. Remain qualified on tasks on which they train or certify others.

**2.14. Contractor/TDY Personnel.**

2.14.1. Permanently assigned contractors (e.g., grass cutters, airfield lighting, pavement repair teams, etc.) must meet the same certification requirements as base assigned personnel.

2.14.2. TDY/contractor personnel must possess a valid AF Form 483 from their home station or complete the base airfield training program to operate a vehicle in the airfield area without an escort. Host/sponsoring unit will conduct local briefing/training. As a minimum, the local briefing/training will include: Airfield signs/markings, speed limits, operating near aircraft, parking/chocking, lighting, lateral distance requirements for mobile obstacles on taxiways and aprons., FOD control/prevention, runway intrusion prevention, airfield violations/consequences, proper radio phraseology, airfield layout, light gun signals and CMA procedures (if working in or crossing the CMA).

2.14.3. Use [Attachment 7](#) to document the name/unit of the individual that received the local briefing/training.



2.14.4. If a sponsoring unit ADPM accomplishes the local training/briefing, forward an information copy to the Wing ADPM. The Wing ADPM or designated representative will issue a temporary AF Form 483 with the restriction "YOKOTA AB AIRFIELD AUTHORIZED. RAMP ACCESS ONLY" and expiration date.

2.14.5. The local briefing and training material are available in both English and Japanese.

2.14.6. Maintain a file copy of this training IAW AFRIMS RDS, Table 33-42, Rule 04.00.

2.14.7. Contractors must have written into their contracts that they adhere to the provisions concerning airfield driving contained in this instruction.

2.14.8. Must have work areas established and specified in their contracts, and exact routes to and from work locations must be authorized in writing by AFM or DAFM.

2.14.9. The authorizing contract manager must brief contractors on airfield vehicle operations. Contractors must obtain all required radios and restricted area escorts through the contracting office. If it is deemed necessary by AFM or DAFM that interpreters will be needed for CMA access, they must be obtained and provided by the contract manager. If needed, the funds for an interpreter will be written into the contract prior to contract acceptance by either the contracting office or contractor. 374 OSS/OSAM will not furnish radios, interpreters, or escorts.

2.14.10. Must request a written authorization for an airfield decal from 374 OSS/OSAM. Forward contract manager's signed letter requesting airfield decals with the following information: Contract manager's name, title, telephone number, company name, contract number, valid dates, work location, license number, year, make, and model of all vehicles associated with contract. Allow a minimum of three working days for decal completion.

2.14.11. All contractor vehicles used to travel to/from work sites on the airfield must display a Orange/White checkered flag. Drivers must also comply with the provisions of this instruction and any driving conditions negotiated at pre-construction conferences.

2.14.12. Contractor vehicle operators who violate this instruction can be restricted from operating motor vehicles on the airfield. Replacement drivers will be the contractor's responsibility.

2.14.13. Contractors must contact 374 OSS/OSAM prior to starting work and prior to departing work site for final inspection. Contractor shall not leave site until 374 OSS/OSAM has conducted site inspection.

## Chapter 3

### AIRFIELD DRIVING TRAINING AND CERTIFICATION

**3.1. Issue of AF Form 483.** The AFM, Wing ADPM, and other designated AM representatives are responsible for signing AF Form 483s.

3.1.1. Authority for signing AF Form 483 must not be delegated outside AM.

3.1.2. All base assigned personnel (e.g., military, DoD civilian, Contractor, etc.) required to operate a vehicle on the airfield, must complete all airfield drivers' training and testing requirements outlined in this AFI and the ADI prior to issuance of an AF Form 483. **Note:** An AFSC or career field training (e.g., aircraft maintenance, aircrew, fire and emergency services, security forces, transportation, etc.) is not a substitute for completion of airfield driving training and testing requirements outlined in this AWI.

**3.2. Issue Hours.** Airfield driver's licenses will be issued Monday-Friday 0830L-1630L. Issue is subject to the availability of the AFM, DAFM/assistant ADPM, and NCOIC AM Ops. Forms can be dropped off at the AM Ops counter. Airfield Management requires a minimum of 72 hours to process the forms and issue the license. All information must be filled out for the form to be processed. No one else in AM Ops is authorized to issue licenses.

### 3.3. Prerequisites for Airfield Driving Training.

3.3.1. Before training an individual on airfield driving, the unit ADPM will initiate Attachments 5 and 6 of this instruction.

3.3.2. The unit ADPM shall ensure the individual possesses a valid USFJ Form 4EJ *U.S. Forces, Japan Operator's Permit for Civilian Vehicle*. Drivers identified as requiring an AF Form 2293, *US Air Force Motor Vehicle Operator Identification Card*, must obtain their GMV license before driving on the airfield. Drivers not requiring an AF Form 2293 must have an AF Form 171 on file with their unit Vehicle Control Officer.

### 3.4. Color Vision Screening.

3.4.1. Personnel must have the color vision ability to distinguish between red, green, white, yellow, and blue.

3.4.2. 374 MDG will review an individual's medical records or conduct color vision screening to ensure the individual is not color blind. Annotate color vision status on [Attachment 5](#).

3.4.3. If an individual's Air Force Specialty Code (AFSC) requires the individual not to be color blind for award of AFSC, the individual's supervisor may sign off the color vision section. Under these circumstances, the individual is exempt from testing provided previous results are favorable and official documentation from the hospital is provided when requesting an AF Form 483. **Note:** The unit ADPM must provide the Wing ADPM with a current list of exempt AFSC's.

3.4.4. Individuals who fail color vision requirements must obtain wavier approval from Wing Safety, 374 MDG, and the Airfield Manager. IAW AFI 13-213, *Airfield Driving*, waivers to color vision requirements can only be approved for areas outside the CMA. **Note:**

Waivers should only be obtained due to operational necessity. Members with waivers will not drive on the airfield at night or within a CMA.

3.4.4.1. Unit commanders may request a waiver by submitting a letter to Airfield Management. Airfield Management will coordinate requests with the unit ADPM, 374 MDG, and 374 Wing Safety. A practical driving evaluation will be conducted. Results will be annotated on the waiver request letter. If an AFSC specifies the individual cannot be color blind, the waiver will be disapproved.

3.4.4.2. If approved by the Airfield Manager, the individual will be issued a limited access AF Form 483 stamped "YOKOTA AIRFIELD AUTHORIZED. RAMP/DAY TIME ONLY."

3.4.4.3. Approved waiver documentation must be maintained with **Attachments 5 and 6**.

### 3.5. Qualification Training.

3.5.1. As a minimum, airfield driving training will consist of:

3.5.1.1. Reading of this instruction, AFJMAN 24-306, *Manual for the Wheeled Operator*, Chapter 25, and any additional material particular to the assigned unit. Unit ADPMs are responsible for issuing this material.

3.5.1.2. Academic Classroom Training. All training material is available in both English and Japanese.

3.5.1.3. Light Gun Signal Recognition and Phraseology tests if CMA access is required.

3.5.1.4. One daytime orientation tour (practical) on training items in the unit's airfield driving training program guide.

3.5.1.5. One nighttime orientation tour (practical) on training items in the unit's airfield driving training program guide. Individuals who have not received a night orientation ride will not be able to operate a vehicle at night. Wing ADPM will annotate "DAYTIME ONLY" on the reverse side of AF Form 483.

3.5.1.6. Day and night check rides.

3.5.1.7. Accomplish as a minimum one practical driving evaluation to certify items in the unit airfield driving training program guide. Individual must:

3.5.1.7.1. Drive the vehicle during the check-ride.

3.5.1.7.2. Demonstrate the ability to operate a vehicle in all areas required for the duty position and/or work areas without assistance.

3.5.1.7.3. Identify the location of runways and other CMAs.

3.5.1.7.4. Demonstrate the ability to contact ATCT prior to entry on the runway and other CMAs (*for Runway/CMA drivers only*).

3.5.1.8. Complete the Airfield Driving CBT and test through the Air Force Portal, on the Advanced Distributed Learning Service (ADLS) website.

3.5.2. Document completed training on **Attachments 5 and 6**. The trainee and the trainer will sign off all of the required training blocks and the date training was completed. Trainee

will report to the unit ADPM for the written airfield driving examination. Only those personnel who have completed all training requirements will be scheduled for testing.

3.5.3. Ground Crew Ensemble. 374 OSS/OSAM does not provide ground crew ensemble training for airfield drivers due to unique AFSC requirements.

3.5.3.1. IAW AFI 24-301, *Vehicle Operations*, additional training is required to operate vehicles in chemical warfare gear. This training will be coordinated by unit vehicle control officers and documented in personnel training records. As necessary each Unit will appoint personnel to develop "MOPP4" driving curriculum to address Air Force Specialty Code (AFSC) specific duties. All drivers requiring "MOPP 4" training must use the 374 AW approved driver training course not located on the airfield. The training must be annotated on the back of an AF Form 483.

3.5.3.2. A spotter will be used when backing a vehicle while wearing the GCE and mask.

3.5.3.3. All training tasks are taken from the 2T1X1 CFETP dated 1 Jan 01, task 3.23, Operate Vehicles Under Contingency Environments.

3.5.3.4. No one will operate a vehicle in the CMA while in the gas mask.

### 3.6. Written Airfield Driving Examination.

3.6.1. The trainee must complete the unit's entire airfield driving training program guide and **Attachments 5 and 6** before being administered a closed book, multiple choice airfield driving test and airfield diagram test. Drivers requiring CMA access must complete the communication/phraseology test and runway incursion prevention test.

3.6.2. Unit ADPMs have the option to add any questions to the test applicable to the unit.

3.6.3. When reporting to the unit ADPM for testing, the trainee will hand carry **Attachments 5 and 6**. The unit ADPM will ensure all training requirements are complete prior to administering the test.

3.6.4. Minimum passing score is 80% on the multiple choice airfield driving test and 100% on the airfield diagram test required. Minimum passing score is 100% on the CMA and runway incursion prevention tests are required. Annotate the scores on **Attachment 5**.

3.6.5. Trainees who fail the examination must:

3.6.5.1. First Time Failures: Receive additional training from the unit ADPM. This training will be documented on a memorandum for record and attached to the Training and Certification letter. Drivers can be rescheduled for testing upon completion of additional training but no earlier than 7 days from the failure.

3.6.5.2. Second Time Failures: Receive additional training from the unit ADPM. This training will be documented on a letter from the unit commander with a statement that the trainee is safe to conduct airfield operations. Drivers can be rescheduled for testing upon completion of additional training and the commander's endorsement letter, but no earlier than 14 days from the failure.

3.6.5.3. Third Time Failures: Will not be granted driving privileges.

3.6.6. The written airfield test is a controlled document. Unit ADPMs are responsible for protecting the integrity of the test and safeguarding it against compromise.

### 3.7. Annual Refresher Training

3.7.1. The unit ADPM will conduct refresher training once a year as a minimum. Refresher training will include a review of this instruction, any special interest items provided by Airfield Management, a runway incursion prevention written exam and airfield driving CBT. Minimum passing scores on the runway incursion prevention written exam and CBT are 100% and 80%, respectively. Current test results will be filed with the rest of the individual's paperwork. **Note:** Refresher test failures are handled in accordance with paragraphs [3.6.5.1](#) - [3.6.5.3](#)

3.7.2. Wing ADPMs may require vehicle drivers to complete refresher training more frequently (e.g., twice a year) due to their limited or infrequent (e.g., once a week or month, emergency only, etc.) presence on the airfield.

3.7.3. Individuals who do not complete annual refresher training on the first day of the preceding month after the refresher training is due will have driving privileges suspended in accordance with paragraph 4.4.7. **Note:** Personnel that were not able to complete refresher training (e.g., deployed, TDY, etc.) must complete it prior to driving on the airfield.

## Chapter 4

### AIRFIELD DRIVING VIOLATIONS

#### 4.1. General.

- 4.1.1. All personnel qualified to drive on the airfield are responsible for identifying and immediately reporting violations to Airfield Management or Security Forces.
- 4.1.2. Unit Commanders, ADPMs (for unit assigned personnel), AM and SFS personnel have the authority to suspend/revoke airfield driving privileges.
- 4.1.3. Security Forces will issue a DD Form 1408, *Traffic Ticket Armed Forces*, to any vehicle observed violating provisions of this instruction.
- 4.1.4. Unit ADPMs should use violation trend data to validate the unit's training program.
- 4.1.5. Contractor vehicle operators who violate the rules of this instruction may be banned from operating vehicles on the airfield. Obtaining replacement drivers will be the contractor's responsibility.

#### 4.2. CMA Violations/Runway Incursions.

##### 4.2.1. Definition of Terms:

- 4.2.1.1. CMA Violation: An airfield infraction caused by aircraft, vehicles or pedestrians entering the CMA without control tower approval. This definition includes runway incursions and infractions caused by communications errors.
- 4.2.1.2. Runway Incursion: A CMA violation characterized by the unauthorized entry or erroneous occupation of a runway or other surface used for takeoff and landing of aircraft, regardless of impact on aircraft safety. These incidents can be caused by aircraft, vehicles, or pedestrians. Runway Incursions are further classified into three operational categories (Operational Error, Pilot Deviation, and Vehicle/Pedestrian) (See [Attachment 1](#)).

#### 4.3. Incident Investigations.

- 4.3.1. Drivers who commit a runway incursion or a violation involving aircraft safety issues will automatically have their driving privileges suspended, pending an investigation of the incident.
- 4.3.2. Drivers will immediately notify their supervisor and unit ADPM.
- 4.3.3. Drivers are encouraged to submit a statement describing the incident to their unit ADPM.
- 4.3.4. The DAFM will notify the applicable unit Commander, unit ADPM, and 374 AW/SE of the violation within 24 hours or the next duty day of the alleged incident whichever comes first.
- 4.3.5. AM will notify MAJCOM OPR for AO within 24 hours of a CMAV/HATR incident.
- 4.3.6. The DAFM will initiate an AF Form 457, *USAF Hazard Report*, or narrative section of the AF Form 651, *Hazardous Air Traffic Report (HATR)*.

4.3.6.1. The DAFM will complete the AF Form 457 using AF Form 457 Checklist. See [Attachment 11](#).

4.3.6.2. The AF Form 651 and/or AF Form 457 must include the following information in the narrative section:

4.3.6.2.1. Individual's information (e.g., rank, job title, organization, TDY, or base assigned).

4.3.6.2.2. Individual's experience working on or near the airfield and date trained.

4.3.6.2.3. If individual was authorized on the airfield and/or CMA.

4.3.6.2.4. If individual completed all training required to operate a vehicle on the airfield.

4.3.6.2.5. Approximate location where the CMAV occurred (e.g., runway/taxiway intersection, distance from threshold or overrun etc.).

4.3.7. The AOF/CC, Wing Safety and, DAFM will work as a team to assign all runway incursions an operational category (e.g., Operational Error, Pilot Deviation and Vehicle/Pedestrian) defined in [Attachment 1](#) for trend analysis. The AOF/CC will ensure these classifications are annotated in the recommendation section of the AF Form 457, *USAF Hazard Report*, or narrative section of the AF Form 651, *Hazardous Air Traffic Report (HATR)*.

4.3.8. The DAFM is responsible for taking immediate actions to correct any identified systematic problems and ensuring interim control measures are applied until permanent corrections are made.

4.3.9. The DAFM and Wing Safety must inspect the unit ADP of personnel that commit a runway incursion as a part of the investigation. Emphasis will be placed on how the unit trained the individual and their compliance with the ADI. The results will be reported to the Unit Commander.

4.3.10. The Airfield Manager and/or 374 AW/SE will conduct investigations by gathering data from involved agencies.

4.3.11. All unit commanders will, upon receipt of an AF Form 457/651 from 374 AW/SE, annotate corrective actions taken in section II. The completed AF Form 457/651 shall be returned to 374 AW/SE within 10 days of receipt IAW AFI 91-202, *The USAF Mishap Prevention Program*.

4.3.12. After the investigation, the Airfield Manager and DAFM will determine the corrective course of action and notify all appropriate agencies.

4.3.13. CMAV events must be briefed at the AOB.

4.3.13.1. Provide a detailed description of each incident to include (What, When, Where, How, type vehicle/aircraft involved and action taken to prevent a reoccurrence).

4.3.13.2. Highlight any trends (e.g., annual/biannual chart showing upward or downward incident rate as applicable.)

4.3.14. The DAFM must maintain a copy of the AF Form 651s/457s, actions taken, results and supporting documentation in accordance with AFRIMS RDS, Table 13-06, Rule 15.00 (see AFI 91-202, *The US Air Force Mishap Program*, and AFI 91-223, *Aviation Safety Investigations and Reports*). A copy of the final runway incursion AFSAS report may be obtained from Wing Safety and/or MAJCOM OPR for AO.

#### **4.4. Enforcement and Violation Consequences.**

4.4.1. All personnel authorized on the airfield are responsible for enforcing airfield driving procedures. Any individual detecting an infraction will immediately attempt to collect vehicle information such as license number, make and model, or any identifying markings and notify AM at extension 225-7006 or 374 SFS at extension 225-7200.

4.4.2. Airfield violations are vehicle operations that violate safety procedures or endanger aircraft, personnel or property. Gross or repeated violation of safety or airfield driving rules, or an overall demonstrated lack of ability on the part of the certificate holder, will result in a suspension of airfield driving privileges, surrender of the certificate or revocation of the certificate.

4.4.2.1. The DAFM will document all airfield driving incidents/violations (e.g., speeding, expired or no POV pass, etc.). At a minimum, obtain the following information:

4.4.2.1.1. Name/Rank of the individual, unit, duty phone, Unit Commander or unit ADPM.

4.4.2.1.2. Details of incident/violation (including date, time, location, nature, other pertinent facts, etc.).

4.4.3. 374 OSS/OSAM is authorized to confiscate military vehicle keys and AF Form 483s from any individual violating the provisions of this instruction without debate.

4.4.4. Suspension. Any supervisor in the driver's chain of command may suspend the driver's certificate. All suspensions will be reported to the unit ADPM, AFM, and DAFM.

4.4.5. Surrender. All certificate holders will surrender their certificates upon request by the unit ADPM and/or 374 OSS/OSAM personnel. Surrendered certificates will be forwarded to 374 OSS/OSAM and will be held until reinstatement.

4.4.6. Revocation. AF Form 483 Once revoked, another certificate will not be reissued without the explicit approval of the DAFM.

4.4.7. Violation(s) of this airfield driving instruction (within a 12-month period) will carry the following penalties:

4.4.7.1. First Violation: 30-day suspension of airfield driving privileges.

4.4.7.2. Second Violation: 90-day suspension of airfield driving privileges.

4.4.7.3. Third Violation: Permanent suspension of airfield driving privileges.

4.4.7.4. Unauthorized CMA/Runway Incursions/HATRs: These are serious violations and will result in an automatic 6-month suspension of airfield driving privileges and possible suspension of base driving privileges. A second violation will result in a permanent ban from the airfield.



**4.5. Reinstatement Procedures.** Unit/squadron commanders and ADPMs will ensure that, prior to seeking reinstatement of airfield driving privileges, the individual concerned:

4.5.1. Receives refresher training on safe and correct ground vehicle operations on the airfield. Refresher training will be documented on **Attachments 5 and 6** and forwarded to the DAFM for approval/disapproval.

4.5.2. Is retested on the provisions of this instruction.

4.5.3. A memorandum for record requesting reinstatement of driving privileges must be signed by the unit commander and unit ADPM. The memorandum will be forwarded to the DAFM for approval/disapproval.

4.5.4. Is issued a new AF Form 483 by 374 OSS/OSAM.

## Chapter 5

### PRIVATELY OWNED AND GOVERNMENT LEASED VEHICLE PASSES

**5.1. Applicability.** Any vehicle operating on the Yokota AB Airfield must have a direct mission-related purpose. The airfield will not be used for convenience or as a shortcut to move from one part of the base to another. Only GOVs and OV's are authorized on the airfield without vehicle passes. POVs and contractor vehicles that have the appropriate airfield passes will be authorized on a case-by-case basis. See paragraph 5.2. for details.

**5.2. Vehicle Passes.** 374 AWVA 24-2, *Yokota Air Base Airfield Pass*, is issued to POVs and contractor vehicles that need access to the airfield. This form is a general form for all routes and will be marked according to the route needed. This form changes colors annually, and all passes must be revalidated annually. Personnel requiring annual passes should start the revalidation process in December by sending request letters to the DAFM, 374 OSS/OSAM. The AFM, DAFM, and NCOIC, Airfield Management Operations are responsible for issuing vehicle passes/decals. Note: Authority will not be designated outside of 374 OSS/OSAM. 374 OSS/OSAM will maintain vehicle passes/decals supportive information in accordance with AFRIMS RDS, Table 13-01, Rule 01.00.

5.2.1. Request for a vehicle pass/decal must be endorsed by the individual's Unit Commander or Company/Contractor representative. At a minimum, the MFR will contain the following information:

5.2.2. Owner/User.

5.2.3. Organization.

5.2.4. Duty Phone.

5.2.5. Vehicle Make, Model, Year, Color, and License/State.

5.2.6. Pass/Permit number.

5.2.7. Area of Operation(s)/location.

5.2.8. Justification.

5.2.9. Effective period/dates.

**5.3. Pass Issuance.** The DAFM will track all passes by number in the airfield pass database. All pass holders will turn in passes to 374 OSS/OSAM or respective OPR upon expiration. Each OPR must ensure all passes are turned in to 374 OSS/OSAM. All non-government vehicles approved to operate on the airfield will display appropriate airfield passes in the lower right corner of the windshield. The following passes are authorized at Yokota AB:

5.3.1. White Route—Issued to government contract vehicles (contract airlines, Army and Air Force Exchange Service [AAFES]). Vehicles will display an airfield pass marked for White Route on the vehicle while operating on the airfield. Drivers must be trained for and possess an AF Form 483 for Yokota AB. White Route passes will be issued for the current calendar year or for the period needed. Passes will be requested in writing through AFM or DAFM. White Route passes are assigned to vehicle license plates and are non-transferable.

5.3.2. Yellow Route—Issued to contractor (construction) vehicles. Vehicles will only be operated in those areas negotiated and specified at the pre-construction conference. Contractor vehicles operating on the airfield will comply with the provisions of this instruction and terms of their contract. Yellow Route passes will be issued for the current calendar year or for the period needed. The contract manager shall request Yellow Route passes in writing through AFM or DAFM. Yellow Route passes are assigned to vehicle license plates and are non-transferable.

5.3.3. Blue Route—Issued primarily to Air Traffic Control (ATC) and 374th Communications Squadron (374 CS) personnel. ATC and 374 CS will identify and train personnel that need access to their facilities. Decals will be issued only to those personnel who have completed the required training. Training will be conducted and certified in writing using the modified Airfield Driver Training and Certification Letter ([Attachment 7](#)) by the ATC/374 CS OPR and trainee prior to decal issuance. All personnel authorized to drive on the Blue Route will have their AF Form 483 stamped, “BLUE ROUTE ONLY.” Blue Route decals will be issued for the current calendar year or for the period needed. ATC and 374 CS will ensure personnel issued Blue Route passes operate POVs and privately-owned bicycles to and from their facilities safely and IAW established airfield operating directives. Only the individual designated on the decal may utilize the route. Decals are not transferable to spouses and/or other military members.

5.3.4. Green Route—Issued to 374th Maintenance Squadron Munitions Flight (374 MXS/MXMW) and 374 MXS Propulsion Flight (374 MXS/MXMP) personnel. Munitions and test cell will identify and train personnel that need access to their facilities. Decals will be issued only to those personnel who have completed the required training. Training will be conducted and certified in writing using the modified Airfield Driver Training and Certification Letter ([Attachment 7](#)) by the 374 MXS/MXMW and 374 MXS/MXMP OPRs and trainee prior to decal issuance. Green Route decals will be issued for the current calendar year or for the period needed. The 374 MXS/MXMW and 374 MXS/MXMP will ensure personnel issued Green Route passes operate POVs and privately-owned bicycles to and from their facility safely and IAW established airfield operating directives. Only the individual designated on the decal may utilize the route. Decals are not transferable to spouses and/or other military members.

## Chapter 6

### VEHICLE OPERATIONS ON THE AIRFIELD

**6.1. General.** Personnel driving on the airfield and with a valid AF Form 483 will comply with the procedures, directions and limitations described in this instruction, AFJMAN 24-306, Chapter 25, and AFOSHSTD 91-100, Chapter 6.

6.1.1. Vehicles entering into restricted areas must have at least one person in the vehicle with a restricted area badge.

6.1.2. Vehicle operators performing On-the-Job-Training (OJT) for airfield duties will not operate a vehicle within 50 feet of aircraft. This restriction does not apply to fire fighting vehicles or equipment, OJT operators towing aircraft, loading, unloading or aircraft-servicing vehicles. In all cases, drivers in OJT status must be qualified to operate the vehicle, and a qualified instructor must accompany them.

6.1.3. Vehicle operations on the airfield will be conducted IAW AFJMAN 24-306, Chapter 25, AFOSHSTD 91-100, Chapter 6, and Technical Order(TO) 00-25-172, *Ground Servicing of Aircraft and Static Grounding/Bonding*, with the following exceptions: All vehicle operators will drive on the left side next to the taxiway centerline (same as the local driving conditions).

6.1.4. Vehicles will not be driven diagonally across the parking ramp, but at 90-degree angles to the taxiway centerline from airfield entry point to a point adjacent to destination aircraft (except when required to deviate for restricted area boundaries, entry control points or aircraft operations).

6.1.4.1. Due to single lane, narrow driving between some aircraft and the edge of the airfield restricted area, the following lanes are one-way traffic:

6.1.4.1.1. Parking spots E8 – E10, D7 – D10, D11, D13, D15, D17, D19, D21, and D23 are one way only, south to north, on the narrow lane between the aircraft and the infield. All vehicle movement around the aircraft will be counter clockwise direction around those parking spots. Utilize the paved shoulder between these parking spots to the maximum extent possible.

6.1.4.1.2. Parking spots D12, D14, D16, D18, D20, D22, and D24 are one way only, south to north on the narrow lane between the aircraft and the airfield service road. All vehicle movement in the vicinity of these parking spots (applicable for both left and right hand drive vehicles) will be in counter clockwise direction.

6.1.5. Do not park vehicles or equipment on the airfield between the wingtip clearance line and taxiway centerline.

6.1.6. Do not operate vehicles behind C-5 or B-747 type aircraft closer than 300 feet when engines are running at low power settings, and not closer than 800 feet when the engines are operating at high power settings. **Note:** Do not drive or traverse behind any aircraft performing engine testing runs.

6.1.7. Do not use radio call signs similar to aircraft call signs used in the local area. Use of similar-sounding call signs causes confusion and can become a hazard to flight safety for

aircraft in the vicinity of the aerodrome and ATC personnel monitoring airfield radios and ATC radios simultaneously.

6.1.8. All vehicle movement around the aircraft, when within immediate vicinity to any aircraft, will be in a clockwise direction. This is applicable for both left and right hand drive vehicles. All vehicle movement within the 10 foot circle of safety around the aircraft will be with the driver's side to the aircraft, with the exception of one way spots noted in paragraphs 6.1.4.1.1 and 6.1.4.1.2.

6.1.9. All equipment not currently used to service an aircraft must be placed in approved equipment airfield storage locations. See [Attachment 8](#) for authorized storage locations.

## 6.2. Airfield Markings.

6.2.1. All Government Owned Vehicles (GOVs) will have AFVA 11-240, *USAF Airport Signs and Markings*, signal decal permanently affixed to dash or in plain view while operating on the airfield. Exception: Decal may be clipped to visor on the driver's side of vehicle so it can be flipped down for ready reference. All vehicle operators must follow/obey all airfield markings, signs and lights listed below:

6.2.2. Edge of Stressed Pavement Marking: A double yellow line used to mark the edge of the pavement stressed to support aircraft (See [Attachment 10, Figure A10.1](#)).

6.2.3. VFR Hold Line: Two solid yellow lines adjacent to two dashed yellow lines, located 100 feet from the edge of the runways, helipads, and the VTOL pad. Vehicles and aircraft must contact the control tower and obtain permission prior to proceeding beyond the hold line (See [Attachment 10, Figure A10.2](#)).

6.2.4. Instrument Landing System Hold Line: These lines consist of two parallel solid yellow lines with vertical stripes and the letters "INST" stenciled on the movement surface facing the driver. Instrument hold lines are located on taxiways Alpha and Foxtrot. You must have permission from the tower to proceed past this line (See [Attachment 10, Figure A10.3](#)).

6.2.5. Precision Obstacle Free Zone (POFZ) Marking: These lines consist of two parallel solid yellow lines with vertical stripes and the letters "POFZ" stenciled on the movement surface facing the driver. POFZ hold lines are located on taxiways Alpha Northwest. You must have permission from the tower to proceed past this line (See [Attachment 10, Figure A10.4](#)). **Note:** POFZ is only protected during inclement weather.

6.2.6. Restricted Area Boundary Markings: A solid red line used to designate restricted areas. Vehicles requiring access to or from restricted areas will use designated entry/ECP. All personnel entering restricted areas must have a valid restricted area badge authorizing access to the area in question or be accompanied by an escort who has proper access. Restricted area escorts must have "Escort" printed on their line badge (See [Attachment 10, Figure A10.5](#)).

6.2.7. Taxiway Centerline Marking: Solid yellow line used to designate the center of the taxiway (See [Attachment 10, Figure A10.6](#)).

6.2.8. Wingtip Clearance Line: Dashed double yellow lines parallel to the taxiway centerline marking the minimum distance vehicles and ground equipment must be kept from

the taxiway centerline. This ensures aircraft wingtip clearance for the largest aircraft allowed to taxi on the associated taxiway. (See [Attachment 10, Figure A10.7](#)).

6.2.9. Stop Bars: Single white stripe located on all vehicle access roads leading to runways and taxiways. Vehicles must stop and obtain tower's permission to proceed from an access road into any CMA. Stop Bars are used to ensure vehicles stop and look before proceeding (See [Attachment 10, Figure A10.8](#)).

6.2.10. Enhanced Taxiway Markings: Markings intended to provide additional visual cues for taxiing pilots and vehicles to help identify the location of the runway holding position. (See [Attachment 10, Figure A10.9](#))

### **6.3. Airfield Signs.**

6.3.1. Mandatory Sign: A red sign with white legend indicating mandatory holding positions for runways or critical areas. (See [Attachment 10, Figure A10.10](#))

6.3.2. Informational Sign: Yellow sign with black legend indicating direction, destination, runway exit, clear of a boundary or other information. (See [Attachment 10, Figure A10.11](#))

6.3.3. Taxiway End Sign: (See [Attachment 10, Figure A10.12](#))

6.3.4. FOD Check Point: Located on all airfield access roads and Centerline Road. These are painted on the pavement with white letters. All check points are located outside the entrances on the west side. All checkpoints are located within the gates on the east side. (See [Attachment 10, Figure A10.13](#)).

### **6.4. Airfield Lighting.**

6.4.1. Runway Lights: White lights located on the runway edges. These high-intensity lights run the length of the runway and identify the runway edge. (See [Attachment 10, Figure A10.14](#))

6.4.2. Taxiway Lights: Blue lights used to outline taxiways. (See [Attachment 10, Figure A10.15](#))

6.4.3. Taxiway Entrance/Exit Lights: Double blue lights used to identify entrances and exits. (See [Attachment 10, Figure A10.16](#))

### **6.5. Obstacle Criteria.**

6.5.1. An obstacle is anything that poses a threat to aircraft movements, e.g., fire bottles, maintenance stands, vehicles, AGE, etc.

6.5.2. When not directly supporting aircraft, obstacles must remain at least 1,000 feet from runway centerlines, 200 feet from taxiway centerlines, and varying distances from the edge of aprons in accordance with UFC 3-260-01, *Airfield and Heliport Planning and Design*.

6.5.3. Equipment and vehicles not directly supporting aircraft must be parked or placed at the nose of the aircraft, with the driver's side of vehicles closest to the aircraft.

### **6.6. Authorized Vehicles.**

6.6.1. Government motor vehicles in the performance of official duties.

6.6.2. Privately owned vehicles that possess an Annual or Temporary Airfield PMV pass in the performance of official duties.

6.6.3. Contractor vehicles that possess an Annual or Temporary Airfield PMV pass in the performance of contracted duties.

6.6.4. Gov Bicycles, Tricycles and Other Vehicles. Bicycles, tricycles and other vehicles owned/controlled by units are authorized on the airfield. Each GOV bicycle must have a metal plate affixed to the bicycle displaying the unit and office symbol. Units will assign control numbers to each bicycle and ensure it is displayed on the plate. GOV bicycles are authorized for official government business and will be ridden IAW the rules for vehicles on the airfield, meaning riders must possess a valid AF Form 483 stamped for Yokota AB. When authorized to operate on the airfield during the hours of darkness, they will be equipped with a suitable headlight (turned on) and reflective markings front and rear. When not in use on the aircraft movement area, bicycles will be laid onto the ground outside wingtip clearance lines and away from vehicle traffic areas. This will prevent the bicycle from being blown (wind, jet blast, etc.) into airplanes, equipment, or vehicle traffic. **Exception:** Medics on GOV bicycles will be permitted on the Command Run course to provide medical coverage for the duration of the run. While on the airfield, they must stay within the confines of the course and not cross into any Restricted Areas.

## 6.7. Airfield Vehicle Requirements.

6.7.1. All airfield vehicles, including government-owned bicycles, golf carts, and utility trucks must meet the following requirements:

6.7.1.1. All items inside the vehicles must be secured so as not to be blown out by wind or jet blast.

6.7.1.2. Vehicles must remain at least 25 feet in front of and 200 feet behind all aircraft with engines running or about to start.

6.7.1.3. For vehicles not equipped with speedometers, extra care must be used to ensure speed limits do not exceed 15 miles per hour (MPH)/24 kilometers per hour (KPH).

6.7.1.4. Vehicles must be equipped with headlights and taillights when operating during periods of darkness and/or inclement weather. Vehicles must also have reflective material visible from 360 degrees.

6.7.1.5. At a minimum, all vehicles that operate on the airfield will contain the following AFVA/decals and diagrams: **Note:** Decals may be permanently affixed in plain view of the driver or clipped to the inside of the sun visor on the driver's side of the vehicle so it can be flipped down for ready reference.

6.7.1.5.1. AFVA 11-240. **Note:** The FAA Form 5280-7, *Airfield Visual Aid Safety Placard*, is the FAA equivalent to AFVA 11-240 and may be used by units located at shared-use airfields.

6.7.1.5.2. AFVA 13-221 (optional if vehicle has an AFVA 11-240).

6.7.1.5.3. AFVA 13-222.

6.7.1.5.4. A current locally developed airfield diagram (provided by Wing ADPM).

6.7.1.5.5. Hot Spots (as determined locally) when depicted on a different airfield diagram.

**6.8. Speed Limits.** No vehicle will be operated at a speed in excess of that deemed reasonable and prudent for existing traffic and weather conditions. Under no circumstances is speeding permitted during an exercise. Emergency vehicles will not automatically assume the right of way, and the following speed limits will be observed:

6.8.1. Special Purpose Vehicles—10 MPH/16 KPH maximum. Special purpose vehicles are classified as tugs, forklifts, refueling vehicles, K-loaders etc. **Note:** The speed limit is 5 MPH/8 KPH within 25 feet (close proximity) of an aircraft.

6.8.2. Airfield Service Road/Vehicle Parking Area—15 MPH/24 KPH maximum or as posted.

6.8.3. Aircraft Parking Ramp—15 MPH/24 KPH maximum.

6.8.4. Taxiways—15 MPH/24 KPH. **Note:** Taxiway Foxtrot—25 MPH/40 KPH.

6.8.5. Runway—24 - 37 MPH/40-60 KPH. If at any time the Control Tower informs the operator to expedite off the runway due to arriving/departing aircraft or other situation that requires the runway to be free of vehicles, the ground vehicle operator will utilize best judgment and depart the runway immediately at the nearest taxiway.

6.8.6. Perimeter Road (McGuire/Walker) 24 - 37 MPH/40-60 KPH maximum or as posted. It is expressly forbidden for any vehicle to use the runway as a shortcut to any point on or off the airfield that is accessible by roads outside the airfield environment. Perimeter roads provide vehicle access from one area of the airfield to another. Even though the travel distance and time may be longer, **ALWAYS** use a perimeter road when it is available. This does not apply to emergency response vehicles responding to emergencies, or 374 OSS/OSAM, 374 AW/SE conducting - airfield inspections and/or responding to airfield incidents (Bird Aircraft Strike Hazard [BASH], FOD, intrusions, coordinate closers, etc). **Note:** Do not enter or cross the runway unless you have direct two-way radio contact with and approval from the ATCT.

## **6.9. Aircraft, Equipment and Trailer Towing.**

6.9.1. Towing speed is 5 MPH/8 KPH for all aircraft and two or more maintenance stands. Towing speed for one maintenance stand is 10 MPH/17 KPH.

6.9.2. The maximum towing speed for Aerospace Ground Equipment (AGE), such as compressors, ground power units, oxygen carts, and similar equipment is 15 MPH/24 KPH (see AFOSHSTD 91-100, paragraph 8.3.4. for additional information on AGE).

6.9.3. Do not tow more than two units of any type in tandem.

6.9.4. Do not use ropes, chains, cables or other flexible means of towing ground servicing equipment.

6.9.5. AGE towing vehicles may be placed in neutral and left running while the driver completes hook-up operations. This facilitates movement of the AGE towing vehicle by hand to align the pintle and hook. Drivers must shut off the vehicle, set the parking brake and place the vehicle in park or reverse if the AGE equipment is not to be towed immediately following hook-up.

6.9.6. Safety or cotter pins will be used to secure pintle hooks and trailer hitches.



6.9.7. Follow-me vehicles may be operated in excess of 15 MPH/24 KPH only to accommodate the optimum safe taxiing speed of aircraft and when safety is not compromised. Tugs will not be used as follow-me vehicles at any time.

**6.10. Airfield Access Points.** All normal entrances to the airfield are accessed through auto gates. Access points for the west side of the airfield are located near buildings 97, 400, 605, and 906. Access points for the east side of the airfield are located near the WRM yard and building 1585.

**6.11. Foreign Object Debris.** Pavement distresses, failure to secure items, vehicle parts and blowing debris account for the majority of FOD on the airfield. Negligence in picking up FOD can result in disastrous and expensive incidents. Everyone is responsible to prevent damage to aircraft; therefore, everyone involved in airfield operations is responsible to pick up foreign material from the airfield surface. Aircraft maintainers must follow established FOD prevention procedures while performing maintenance. Vehicle operators must to the maximum extent possible avoid driving on unpaved/unimproved surfaces and adhere to specific responsibilities in the FOD control program which are listed below:

6.11.1. Conduct a thorough walk around of the vehicle to check for damaged, loose, or worn parts. Ensure tires and undercarriage are free of rocks and debris. Physically inspect each tire and the vehicle undercarriage prior to entering the airfield, then roll the vehicle forward (roll-over check) so the areas of the tires originally in contact with the road are now visible, and recheck all tires for foreign objects before proceeding. All vehicles operating on the airfield shall be equipped with a flashlight to properly check tires and undercarriage for FOD during hours of darkness.

6.11.2. Properly secure and store all equipment, materials, and property to ensure objects do not jar loose or fall out of the vehicle.

6.11.3. Remove FOD from the airfield whenever possible. When FOD is sighted, but you are unable to pick it up, or when debris is spread out over a large area, notify AM Ops on the ramp net or at extension 225-7006. Provide the location and nature of the FOD. All sweeping operations on the airfield are coordinated through AM Ops.

6.11.4. Vehicle operators will do FOD checks prior to entering the airfield from an unpaved surface. FOD checks will be accomplished when entering or crossing any taxiway, ramp or runway from an access road/unpaved surface or when exiting a construction area. This does not apply to the access roads supporting the Aircraft Arresting Systems.

6.11.5. See AFI 21-101, Chapter 14, and AFMAN 24-306, Chapter 20, for additional information.

**6.12. Taxiways/Taxiing Aircraft.** All airfield vehicles will fully stop before they enter or cross a taxiway. Before proceeding the operator will determine visually that the way is clear.

6.12.1. Ground vehicle operators will not drive on the taxiway centerline or shoulders unless specifically checking the pavement condition or checking for FOD. Normally the only vehicles that drive on the centerline are 374 OSS/OSAM vehicles, follow-me vehicles and the airfield sweeper.

6.12.2. Ground vehicle operators will drive on the left-hand side of the taxiway in reference to the vehicle's direction of travel.

6.12.3. Except for follow-me vehicles, vehicles will not be parked in front of or driven into the path of taxiing aircraft. Vehicles will not be driven between a taxiing aircraft and its follow-me guide. Vehicles will not be driven between an aircraft with engines running and the marshaller in front of it.

6.12.4. During hours of darkness, headlights of a vehicle shining towards a moving aircraft will be turned off immediately so the pilot's night vision is not affected. The vehicle parking lights or emergency flashers will be turned on so its position is known. Headlights will remain off until the aircraft is out of range and turned back on prior to putting the vehicle in motion. Vehicle operators with Daytime Running Lights (DRL)-equipped vehicles must know the operating procedures for their vehicles (consult the owner's manual). The following procedures should work for most DRL-equipped vehicles: Stop the vehicle, shift transmission into park and apply the parking brake. If that does not turn off the lights, then turn the vehicle off and ensure parking lights or emergency flashers are on.

6.12.5. All vehicle drivers who operate on the parking ramp/apron and taxiways will give way to taxiing and towed aircraft. A minimum wingtip clearance of 25 feet is required. The responsibility to avoid aircraft rests with ground vehicle operators. Vehicle operators encountering an aircraft in front or behind will move behind the wingtip clearance lines, exit the taxiway by the shortest route or, if necessary, reverse course to quickly move out of the way. Only as a last resort should the vehicle be driven off prepared surfaces to ensure adequate wingtip clearance for the aircraft. All vehicles that re-enter from an unprepared surface must complete a FOD check.

6.12.6. Ground vehicle operators will yield the right-of-way to all aircraft and:

6.12.6.1. Will not cross a taxiway or cross in front of an approaching aircraft that is within 200 feet or until the aircraft has passed by at least 200 feet.

6.12.6.2. Will remain at least 100 feet away from any helicopter with its rotors in motion.

6.12.6.3. Will yield the right-of-way to emergency response vehicles with rotating lights/flashers in motion.

6.12.6.4. Will yield the right-of-way to any vehicle already operating on a taxiway they wish to enter or cross.

6.12.7. When a vehicle has a malfunction that prevents operation under its own power, every means will be used to alert taxiing aircraft in the vicinity. As a minimum, the ground vehicle operator will:

6.12.7.1. Leave the vehicle parking lights or emergency flashers ON if the malfunction occurs during the hours of darkness.

6.12.7.2. If the vehicle has two-way radio capability, make the following transmission: "ALL PARTIES BREAK, BREAK-THIS IS (callsign) WITH AN EMERGENCY FOR AIRFIELD MANAGEMENT, TOWER AND MAINTENANCE CONTROL." State the nature of the problem and report your position on the airfield.

6.12.7.3. Operators of other radio-equipped vehicles (374 SFS, 374 CES, 374th Logistics Readiness Squadron, etc.) should make every effort to assist getting the disabled vehicle

off the airfield especially if the vehicle is located on the parking aprons, taxiways or runway.

6.12.7.4. If a vehicle is not equipped with a two-way radio stay with the vehicle and continue attempts to alert any taxiing aircraft in the vicinity.

**6.13. Operating In/Crossing the CMA.** The CMA is protected by Visual Flight Rule (VFR), CMA, and Instrument (INST) Hold Lines. See paragraph 6.2.4. for more information on INST Hold Lines. VFR hold lines are located at: West side (holding short of Runway 18/36)-taxiways A-E; East side (holding short of Runway 18/36) taxiways A-E. See [Attachment 8](#). CMA hold lines are located at: East side (holding short of taxiway Foxtrot)-taxiways C-E, G, H and K. See Attachment 8. All aircraft, vehicles and pedestrians **MUST** stop at the solid lines which are located on the taxiway side (before you enter the CMA). Only vehicles/pedestrians possessing direct two-way radio contact with the Control Tower are permitted in the CMA. Ground vehicle operators/pedestrians must **FIRST** get permission from the Control Tower prior to entering or crossing the CMA. Access to the CMA is not granted if a person is identified as being color blind. All vehicles/pedestrians operating in the CMA must have a call sign approved by the DAFM. Yokota Air Base has two separate controlled movement areas. All aircraft, vehicles and pedestrians must get permission to enter each CMA separately. See Attachment 8:

**Table 6.1. Call Signs**

Tower/Ground	374 OSS/OSAT (Control Tower)
SAMURAI 1	374 AW/CC
SAMURAI 2	374 AW/CV
SAMURAI 3	374 OG/CC
SAMURAI 4	374 MSG/CC
SUMURAI 5	374 MXG/CC
AIRFIELD 1	Airfield Manager
AIRFIELD 2	Deputy Airfield Manager
AIRFIELD 3	NCOIC, Airfield Management Operations
AIRFIELD 4	NCOIC, Airfield Management Training
AIRFIELD 5	Airfield Management Operations Personnel
AIRFIELD LIGHTING	Exterior Electric
CHIEF 1/2	Fire Chief and Deputy
RIGGER 1- 5	Combat Mobility Flight
CRASH 1-7	Fire/Crash Vehicles
SAFETY 1/2	374 AW/SE/SEF
BASH 1	BASH Program Manager
BARRIER MAINTENANCE	Power Production/Barrier Maintenance
SWEEPER 1	Airfield Sweeper
BULLDOG	374 MXG/QA
BLADE	UH-N1 Maintenance
C-12 MAINTENANCE	C-12 Maintenance
MOWER 1	Contracted Grass Cutters
HORIZONTAL	Airfield Maintenance and Repair
ALERT 1-5	Transient Alert
CATM1	Security Forces Combat Arms

BOLT 1/2	374 OSS/CC/DO
RAMP 1-20	730 AMS SPECIAL HANDLING
TATSU 1/2	374 OSS/OSA
DZ OPS	Drop zone coordinators
RONIN 1-12	AMXS Expediters
AGE 1-4	A.G.E.
<p><b>Note 1:</b> This list contains only those ground vehicle operators who have mission essential requirements to drive on the airfield within the CMA and communicate with Control Tower on a regular basis. It does not include operators who occasionally communicate with Control Tower.</p> <p><b>Note 2:</b> The base perimeter road travels through the CMA at both ends of the runway (Overruns). The overruns are protected by traffic signals, controlled by the Control Tower. Vehicles must never stop between the overrun traffic signals. 374 SFS patrols pulling over traffic offenders must insure all vehicles are not stopped between the overrun traffic signals. Disabled vehicles between the overrun traffic signals must be reported to 374 OSS/OSAM at 225-7006 as soon as possible (ASAP) since airfield advisories must be activated.</p> <p><b>Note 3:</b> Do not issue or use unconditional instructions (blanket approval) when authorizing vehicles to enter the runway for the purpose of an airfield inspection/check or other airfield operation. See FAA JO 7110.65, <i>Air Traffic Control</i>, for additional information.</p>	

6.13.1. In the event of an emergency recall, all pedestrians and vehicles shall exit the CMA ASAP. Emergency recall notification will normally occur with radio instructions or light gun signals if radios are inoperable. If radio contact is lost or suspected lost while operating in the CMA, operators will monitor the Control Tower for light gun signals while immediately exiting the CMA. Unless previously authorized by the Control Tower, do not cross another movement area to exit. For example, if you are on taxiway Foxtrot do not enter the runway to exit. If you are on the runway, do not cross taxiway Foxtrot to exit. In the event these methods are inoperative, Control Tower will flash the airfield lights on and off to alert personnel of the immediate need to clear the area (this method does not replace the requirement for operators to monitor radios at all times). All vehicle operators/pedestrians must exit the runway immediately. Contact ATCT or AM immediately and advise off the runway and include any pertinent information that might affect safe runway operations. If not able to communicate with ATCT or AM via radio, use other means of communication such as a cellular phone (when available). Report incident to AM immediately. If radio failure is known or suspected, an escort official from AM Ops will survey the area for all vehicles and escort them out of the CMA. Remain with your vehicle out of the CMA until retrieved.

6.13.2. To enter or cross the CMA the following procedures will be followed:

6.13.2.1. All vehicles stop and hold short at the runway hold line. Contact the Control Tower and receive permission to cross/enter the CMA. Upon receiving instructions, repeat the Control Tower's instructions verbatim before proceeding. See Chapter 7 for phraseology.

6.13.2.2. If equipped, top-mounted rotating emergency lights/flashers must be in operation while in the CMA. Vehicles not equipped with top-mounted emergency lights may use warning flashers, dash or grill-mounted lighting. As a minimum the hazard lights must be turned on.

6.13.2.3. Personnel in the CMA must constantly monitor their two-way radio for instructions from the Control Tower. If instructed to exit, acknowledge Control Tower with your call sign and advise Control Tower when you are off of the runway or taxiway Foxtrot.

6.13.2.4. When finished operating in the CMA, contact the Control Tower and report off.

6.13.2.5. To permit visual observation by Control Tower personnel, all routing vehicle crossings will be at Charlie, Delta and Echo taxiways. Vehicle crossing the CMA must be kept to an absolute minimum.

**Note 1:** Personnel requiring access in the CMA who do not have two-way radio contact with the Control Tower must be escorted. The escort must be authorized to drive on the airfield, be familiar with CMA procedures and have direct two-way radio contact with and approval from the Control Tower prior to entering the CMA.

**Note 2:** The Control Tower is the only authority that permits ground vehicle operations in the CMA—permission may not be requested/granted from any other source. Three-way relayed messages to the Control Tower are prohibited.

**Note 3:** Vehicles must not stop between the perimeter road lights at either end of the runway without radio contact with, and approval, from the Control Tower. Vehicles operating on the runway must yield to vehicles traveling across the overruns.

**Note 4:** Frequency Modulation net/Control Tower frequencies will be used for official airfield use only. Commanders will ensure only those operations requiring access are permitted in the CMA.

**Note 5:** Vehicles operating the CMA on a daily basis should have a permanent radio mounted in the vehicle to contact the ATCT. The handheld radio should only be used as a backup or when communication is required outside the vehicle. Conduct a test of the radio before entering the CMA.

#### **6.14. Airfield Emergencies.**

6.14.1. Immediate response vehicles responding to an airfield emergency may exceed the 15 MPH/24 KPH speed limit when they display a flashing beacon and when warranted by operational necessity. No vehicle will be operated at a speed in excess of that deemed reasonable and prudent for existing traffic, road and weather conditions.

6.14.2. Ground vehicle operators will yield the right-of-way to all emergency and fire/crash vehicles with emergency flashers/rotating lights in motion. Emergency response vehicles are Fire Department, Security Forces, Medical support/Ambulance and Airfield Management.

6.14.3. Ground vehicles not in direct support of the emergency will remain clear of taxiways, the runway and airfield access points until the emergency is terminated.

6.14.4. During emergency conditions, the Control Tower will advise aircraft to hold their positions so they will not interfere with responding emergency vehicles. At the Control Tower's discretion, aircraft may be taxied to a more suitable parking place or holding area that is clear of ground vehicles.

6.14.5. Follow-on/support response agencies are required to standby in a designated area (e.g., ramp, taxiway, etc.) until called forward by the Fire Chief or incident/on-scene commander.

6.14.6. All emergency response vehicles must have approval from the ATCT or authorized vehicle escort, to enter the CMA.

## **6.15. Control Tower Light Gun Signals.**

6.15.1. All vehicles that operate on the airfield will have AFVA 11-240, *USAF Airport Signs and Markings*, signal decal. The decal may be permanently affixed in plain view of the driver or clipped to the inside of the sun visor on the driver's side of the vehicle so it can be flipped down for ready reference.

6.15.1.1. To order AFVA 11-240, *USAF Airport Signs and Markings*, signal decals, Unit ADPMs can go the following website: <https://wmsweb.afncr.af.mil/wms/Default.aspx>.

6.15.1.1.1. Log in with CAC card. Click on Accounts, on the next screen click on magnifying glass, input information. **Note:** Once completed an email will be sent verifying establishment of account.

6.15.1.1.2. Once account information is established, click on shop on-line. In keywords section input AFVA11-240, (enter as shown) click search, at next screen click on magnifying glass. Enter desired quantity, click to cart. Order is complete.

6.15.2. All airfield vehicle operators will know and comply with all airfield signs, markings and Control Tower signals.

6.15.3. All vehicle operators are required to know and comply with the following signals:

6.15.3.1. Steady Green Light: —Cleared to cross, — Proceed, —Go.

6.15.3.2. Steady Red Light: —STOP! Vehicle will not be moved.

6.15.3.3. Flashing Red Light: —Clear active taxiway/runway.

6.15.3.4. Flashing White Light: —Return to starting point.

6.15.3.5. Red and Green Light: —General warning. Exercise extreme caution. During alerts and emergency conditions all non-essential personnel will withdraw to AM or their work control center until the emergency is terminated. The withdrawal of contractors will be at the discretion of AM. See **Attachment 9** for ATCT light gun signals.

**6.16. Vehicle Operations in the Vicinity of Aircraft.** Do not drive vehicles within 10 feet of a parked aircraft, except when the aircraft is being serviced, loaded or off-loaded. Then use spotters to guide the vehicle's approach to the aircraft. The area within 10 feet of an aircraft is known as the circle of safety. Vehicle operations within the circle of safety must comply with the following:

6.16.1. The maximum speed for vehicles in the vicinity of an aircraft is 5 MPH/8 KPH.

6.16.2. Vehicles will not be backed or parked in the immediate vicinity (25 feet in front, 200 feet to rear) of any aircraft, except as authorized for operations such as loading, unloading, servicing or towing. When it becomes necessary to drive under or back toward an aircraft for loading or servicing (such as C-130, C-17 or C-5), stop at least 10 feet from the aircraft and

verify overhead clearance with the guide, ensure chocks are pre-set in place, and proceed with caution. Once the chocks have been permanently set for the operations, do not remove them until the vehicle is at least 10 feet or more from the aircraft. All vehicles must operate under the direction of a guide.

6.16.3. The brakes on all parked vehicles will be set. All parked vehicles will be chocked within the circle of safety.

6.16.4. Vehicles are prohibited from driving or parking to the rear of aircraft unless required for maintenance. Vehicles needed for maintenance at the rear of the aircraft may be parked there provided the vehicles do not interfere with taxiing aircraft or engine runs on adjacent aircraft.

6.16.5. All unattended vehicles will be parked so they do not interfere with the aircraft being towed or taxied. Ignition will be turned off, keys left in the ignition and the gear lever put in reverse for vehicles with manual transmissions and in the “park” position for vehicles with automatic transmissions. All vehicles parked and left unattended in the circle of safety will have brakes set and have wheel chocks placed in front of and behind one of the rear wheels. One chock will be placed between the tandem wheels of dual (tandem) axle vehicles. The only vehicles exempt from these requirements are emergency vehicles responding to an emergency and K-loaders/forklifts when supporting aircraft. Unattended vehicles outside the circle of safety must have the ignition off, keys in the ignition and vehicle placed in park (automatic) or reverse (manual).

6.16.5.1. Park so that the direction of travel, either forward or backward, will not be toward any part of the aircraft.

6.16.5.2. All wheeled AGE and maintenance equipment will be braked or, if not equipped with brakes, chocked. All ground support equipment will be stored in marked AGE yards when not in use. **Note:** Unified Facilities Criteria (UFC) 3-260-01, *Airfield and Heliport Planning and Design*, defines equipment in use as support equipment in place not more than three hours before aircraft arrival or three hours after aircraft departure.

6.16.5.3. When aircraft engines are operating or about to be started, no vehicle will be parked or driven closer than 25 feet in front of or 200 feet to the rear of any aircraft (300 feet to the rear of C-5 and B-747). Vehicles parked at the side of an aircraft will be located clear of the wingtips, clearly visible to personnel in the aircraft cockpit.

6.16.5.4. NEVER drive a vehicle under any part of an aircraft, especially the wings.

6.16.5.5. Do not drive a vehicle or tow equipment within 10 feet of an aircraft wingtip. Do not drive or tow equipment between the wingtips of parked aircraft unless a minimum of 10 feet clearance can be maintained on each side of the vehicle.

6.16.5.6. Do not park closer than 30 feet to any building exit or hangar door unless specifically authorized by the Fire Department or 374 AW/SE. This area must be kept clear for aircraft towing operations and a minimum 25 feet wing-tip clearance must be maintained. Note: Vehicles (maintenance, contractors, mowers etc.) operating near obstacles on the airfield such as taxiway/runway guidance signs, INST landing system equipment, approach lights etc., will use extreme caution and in the case of backing up

towards these obstructions, use a spotter to avoid damage to the vehicle and costly equipment.

#### **6.17. Passengers and Cargo in Vehicles.**

6.17.1. Personnel will not ride on any part of a vehicle not intended for carrying passengers nor will they ride in or upon trailers.

6.17.2. Passengers will remain seated while the vehicle is in motion and will keep their arms and legs within the vehicle body.

6.17.3. Passengers will use available seat belts at all times while the vehicle is in motion.

6.17.4. Passengers will not ride in the doorways or sit on the engine cover of metro vans (step vans). Rear door nets will be in place while passengers are transported when the doors are open.

6.17.5. Side doors on passenger vans will be closed, or side door nets will be in place, while the vehicle is in motion.

6.17.6. Passengers are prohibited from riding on towed equipment.

6.17.7. Passengers will not mount or dismount vehicles while the vehicle is in motion.

6.17.8. Cargo will be secured using ropes, chains or chocks to prevent injury or damage caused by falling or sliding. Cargo extended beyond the body of the vehicle will have a red flag attached during daylight hours or a red warning reflector/light during hours of darkness.

#### **6.18. Restricted Visibility and Night Operations.**

6.18.1. Flashing lights or parking lights will be used at night when vehicles (occupied or empty) are temporarily parked on any part of the aircraft parking ramp. This does not apply if a vehicle is parked in a designated area.

6.18.2. When visibility is less than 300 feet, refueling and explosive-loaded vehicles will not be operated unless directed by the 374 AW/CC.

6.18.3. When visibility is less than 100 feet, airfield vehicles (except emergency and alert vehicles) will not be operated on the airfield. Flashing/hazard lights will be used on all vehicles temporarily parked on the aircraft parking apron during periods of reduced visibility.

6.18.4. When visibility is less than 50 feet, it is recommended that a walking guide equipped with a flashing or luminescent wand be used during emergency movement of alert vehicles.

6.18.5. Vehicle operators will exercise caution to ensure headlights do not point toward taxiing aircraft or towing operations so aircraft/tow vehicle operators are not blinded.

6.18.6. INST Hold Lines. The INST Holding positions consist of two solid yellow parallel stripes with double vertical stripes spaced 2 feet apart (which resemble a ladder) and INST Hold Line "ILS" signs. The designation for the INST Holding Position "INST" is painted on the runway side of the line, to be read facing the runway. To protect the INST Landing System critical areas, all aircraft and vehicles must remain behind this line during low weather operations (when reported ceiling is less than 800 feet or visibility is less than 2 statute miles). Prior approval via two-way radio must be established prior to proceeding



beyond this line. INST Hold Lines are located on taxiway Foxtrot near taxiway Alpha, and on the West Parallel near taxiway Alpha. See [Attachment 8](#).

6.18.7. During Snow & Ice Operations all vehicles operating on the airfield must give priority to snow removal equipment.

6.18.7.1. All snow removal activities/requests on the airfield must be coordinated through 374 OSS/OSAM.

#### **6.19. Pedestrian Movement.**

6.19.1. At a minimum, pedestrians on the airfield must adhere to the following procedures:

6.19.2. Pedestrians are authorized on the airfield for official business in support of the flying mission.

6.19.3. Walk facing oncoming traffic.

6.19.4. Do not sit or recline on the ramp in such a manner that interferes with normal ground vehicle and aircraft operations.

6.19.5. Do not enter the CMA without two-way radio contact and approval from the ATCT.

**6.20. Red Carpet.** All personnel will avoid driving over the red carpet painted on the distinguished visitor parking ramp (in front of building 703).

#### **6.21. Lateral Distance Requirements.**

6.21.1. Mobile obstacles will not be placed within 1000 feet of the runway centerline, 200 feet on either side of the taxiway centerline. Additionally on the aircraft parking apron all equipment and vehicles must be inside the wing tip clearance lines (see [Attachment 10, Figure A10.7](#)) to allow clearance for taxiing aircrafts.

**6.22. Control Tower Blind Spots.** Control Tower does not have any blind spots.

#### **6.23. Traffic Control Devices/Lights.**

6.23.1. Perimeter roads cross the south overrun 300 feet from the threshold and the north overrun 600 feet from the threshold. Both perimeter roads are controlled by stop lights and warning bells operated by ATCT personnel.

6.23.1.1. Vehicles and pedestrians must stop at all stop lights when activated. (See [Attachment 10](#).)

**6.24. Traction Devices.** Traction devices are not approved for use on the Yokota airfield. Traction devices include studded tires and chains.

**6.25. Smoking on the airfield.** Smoking is prohibited on the airfield except in designated locations. Designated smoking areas may not be within fuel/fume hazard or aircraft operating areas.

**6.26. Vehicular Traffic on/near Fuel Pits.** Vehicles are not permitted to drive over/on fuel pit covers.

**6.27. Jet Blast Areas.** Avoid vehicle operations near parking spots D-13, D-17, and D-21 during engine run operations. (See [Attachment 8](#).)

**6.28. Precision Obstacle Free Zone (POFZ).** (See Attachments 1 and 8) An 800 foot wide by 200 foot long area centered on the runway centerline adjacent to the threshold designed to protect aircraft flying precision approaches from ground vehicles and other aircraft when ceiling is less than 250 feet or visibility is less than 3/4 statute mile (or runway visual range below 4,000 feet.).

**6.29. Disabled Vehicles.**

6.29.1. When a vehicle has a malfunction that prevents operation under its own power, every means will be used to alert taxiing aircraft in the vicinity. At a minimum, the ground vehicle operator will:

6.29.1.1. Leave the vehicle parking lights or emergency flashers on.

6.29.1.2. If the vehicle has two-way radio capability, make the following transmission: *"ALL PARTIES BREAK, BREAK-THIS IS (call sign) WITH AN EMERGENCY FOR AIRFIELD MANAGEMENT, TOWER AND MAINTENANCE OPERATIONS CENTER."* State the nature of the problem and report your position on the airfield.

6.29.1.3. Operators of other radio-equipped vehicles (e.g., security forces, civil engineer, transportation, etc.) must make every effort to assist getting the disabled vehicle off of the airfield, especially if the vehicle is located on parking aprons, taxiways, or runway.

6.29.1.4. If a vehicle is not equipped with a two-way radio, stay with the vehicle and continue attempts to alert any taxiing aircraft or other vehicles in the vicinity.

6.29.2. In the event of a disabled vehicle on the CMA, the vehicle operator will immediately notify ATCT and AM by any means possible to coordinate expeditious removal of the disabled vehicle from the CMA.

6.29.2.1. The vehicle operator will ensure the disabled vehicle is not left unattended in the CMA.

6.29.2.2. The disabled vehicle will be removed using any method in the quickest and safest way possible.

**6.30. Night Vision Device (NVD) Operations.**

6.30.1. General. Any personnel required to conduct night vision goggle training on the airfield must contact 374 OSS/OSAM. 374 OSS/OSAM does not perform NVD training for the base populace. All night vision goggle training will be conducted on the east side and must be de-conflicted with aircraft parking and hazardous cargo operations. Vehicles operating with lights-out during periods of reduced airfield lighting must use hazard warning flashers or mount an IR strobe on the vehicle's roof so the control tower and aircrew can observe the vehicle on the airfield. Vehicles routes shall be designated. Nonparticipating vehicles will not mix with participating NVD vehicles on any controlled movement area. All vehicle operations will be in compliance with AFMAN 24-306, Chapter 18.

**Note 1:** Vehicles must still maintain two-way radio communications with the control tower while operating within the CMA.

**Note 2:** Vehicle operations should be kept to a minimum during periods of reduced airfield lighting configurations.

6.30.2. Speed Limits. **Note:** Per AFJMAN 24-306, vehicle speeds during blackout operations will be limited to 10 MPH/16 KPH.

6.30.3. Driver/Assistant Driver Responsibilities. The driver should focus the goggles for distance vision. This may make INST reading difficult. The assistant driver (mandatory) can compensate for this by alternating between distance and close-up viewing, advising the driver of the status of warning lights, speedometer, fuel gauge and other INST readings. The assistant driver may need to sit directly behind the driver to gain a better view of the INST panel. The assistant driver must use a slow scanning pattern and tell the driver of any obstacles inside or outside his field of view.

6.30.4. Accident Reporting. All accidents should be reported through the unit VCO. If a vehicle is disabled on the airfield, notify 374 OSS/OSAM at 225-7006 or on the ramp net.

6.30.5. Licensing Procedures. See paragraph 6.1. of this instruction for initial issue of the airfield driver's license. Only NVD qualified personnel can train/sign off the AF Form 483 for NVD driving. NVD instructors should annotate "NVD qualified" on the AF Form 483.

6.30.6. Annual Refresher Training. NVD instructors will conduct annual *practical* refresher training and annotate on the AF Form 483.

6.30.7. NVD Instructor Qualification Requirements. Must have a current airfield driver's license and a current NVD license.

6.30.8. Vehicles operating with lights-out during periods of reduced airfield lighting must use hazard warning flashers or mount an Infrared (IR) strobe on the vehicle's roof so the ATCT and aircrew can observe the vehicle on the airfield. **Note:** Vehicles must still maintain two-way radio communications with the ATCT while operating on the CMA.

6.30.9. Vehicle routes shall be designated. Non-participating vehicles will not mix with participating NVD vehicles on any CMA. **Note:** Vehicle operations should be kept to a minimum during periods of reduced airfield lighting configurations.

### 6.31. Vehicle Escorts/Convoy.

6.31.1. The escort is responsible for ensuring all vehicles and personnel being escorted have exited the airfield at the completion of their duties.

6.31.2. Escorts operating within the CMA must state to Control Tower their call sign plus the number of vehicles/people they're escorting.

6.31.2.1. The escort is responsible for ensuring all vehicles and personnel being escorted have exited out of the CMA before reporting off to Control Tower. The escort must stay with all vehicles/personnel while in the CMA. **Note:** Number of vehicles being escorted must not exceed four per escort.

## Chapter 7

### RADIO COMMUNICATIONS PHRASEOLOGY, DISCIPLINE AND TECHNIQUES

#### 7.1. General.

7.1.1. Radio communications are a critical link in the ATC system. The single, most important thought in communications with the ATCT is understanding. It is essential to acknowledge each radio communication with controllers by using the appropriate call sign.

7.1.2. Brevity is important, therefore, radio transmissions must be kept as brief as possible. However, controllers must know what you want to do before they can properly carry out their control duties. Conversely, the vehicle operator must know exactly what the controller wants them to do.

7.1.3. Vehicle operators must maintain vigilance in monitoring air traffic control radio communications frequencies for situational awareness, especially when operating on an active runway.

#### 7.2. Radio Techniques.

7.2.1. Listen before transmitting. If someone else is talking, the keying of another transmitter will be ineffective and will probably override/block out the other receiver causing the other vehicle operator to repeat his or her call.

7.2.2. Think before keying the transmitter. You must know exactly what you need to say before you say it.

7.2.3. The microphone should be very close to your lips and, after pressing the microphone button, a slight pause may be necessary to be sure, the first word is transmitted clearly. Speak in a normal, conversational tone.

7.2.4. When releasing the microphone button, wait a few seconds before calling again. The controller may be looking for you on the airfield, transmitting on a different frequency, or scanning the runway to enable your request.

7.2.5. Be alert to the sounds or the lack of sounds in the receiver. Check your volume, recheck your frequency, and make sure that your microphone is not stuck in the transmit position. Frequency blockage can, and has, occurred for extended periods due to unintentional transmitter operation. This type of interference is commonly referred to as a stuck mike, and controllers may refer to it in this manner when attempting to correct the problem.

7.2.6. Be sure that you are within the performance range of your radio equipment and the ground station equipment. Refer to the airfield diagram to determine possible radio blind spots.

7.2.7. Use caution when using a vehicle mounted/handheld radio and operating a vehicle at the same time. When possible, only use the radio when the vehicle is safely parked.

#### 7.3. Phraseology.

7.3.1. Vehicle operators must contact the ATCT controller each and every time they proceed onto or leave the CMA. When proceeding onto a CMA, vehicle operators must advise the

controller of three things: **WHO** you are, **WHERE** you are, and **WHAT** your intentions are. Vehicle operators must always acknowledge all communications so ground control and other persons know that the message was received. Vehicle operators must always give aircraft and ground control transmissions priority unless an emergency exists. VHF/UHF transmissions are reserved for the primary use of aircraft and ATCT personnel.

7.3.1.1. A typical runway crossing transmission sequence is as follows:

**Table 7.1. Sample Runway Crossing Phraseology**

<b>VEHICLE OPERATOR:</b>	<i>"YOKOTA TOWER AIRFIELD ONE."</i>
<b>ATCT:</b>	<i>"AIRFIELD ONE, YOKOTA TOWER."</i>
<b>VEHICLE OPERATOR:</b>	<i>"YOKOTA TOWER, AIRFIELD ONE REQUEST TO CROSS RUNWAY 18 AT TAXIWAY ECHO WEST."</i>
<b>ATCT:</b>	<i>"AIRFIELD ONE, CROSS RUNWAY 18 AT TAXIWAY ECHO. WEST or "AIRFIELD ONE, HOLD SHORT OF RUNWAY 18."</i>

7.3.2. Always read back instructions verbatim before taking any action and allow time for correction, if misinterpreted. If you are unsure what the controller has transmitted, or if you do not understand an instruction, you **MUST** ask the controller to repeat it. Good communications only occur when each party knows and understands what the other is saying.

**Note:** Do not move your until entire radio transmission is completed with ATCT.

**Table 7.2. Sample Read back Instructions**

<b>VEHICLE OPERATOR:</b> <b>Note:</b> Airfield 1 visually scans the runway prior to entry, and then proceeds across the runway.	<i>"AIRFIELD ONE UNDERSTANDS APPROVED TO CROSS RUNWAY 18 AT TAXIWAY ECHO WILL REPORT WHEN OFF." or "AIRFIELD ONE, HOLDING SHORT AT TAXIWAY ECHO."</i>
<b>VEHICLE OPERATOR:</b>	<i>"YOKOTA TOWER, AIRFIELD ONE CROSSING COMPLETE, OFF RUNWAY 18 AT TAXIWAY ECHO EAST."</i>
<b>ATCT:</b>	<i>—AIRFIELD ONE, ROGER.</i>

7.3.3. If vehicle operators are issued hold short instructions, they are required to provide a read back to the ATCT.

7.3.4. The words "clear" or —clearance must not be used in communication with ATCT.

**Exception:** Vehicle operators may reply—Loud and Clear in response to an ATCT request for radio transmission quality or clarity.

**Table 7.3. Sample Hold Short Instructions**

<b>ATCT:</b>	<i>"AIRFIELD THREE PROCEED VIA TAXIWAY CHARLIE, HOLD SHORT OF RUNWAY 18." or "AIRFIELD THREE PROCEED VIA CHARLIE, HOLD SHORT OF RUNWAY 18."</i>
<b>VEHICLE OPERATOR:</b>	<i>"AIRFIELD THREE, ROGER."</i>
<b>ATCT:</b>	<i>"AIRFIELD THREE, READ BACK HOLD INSTRUCTIONS."</i>

<b>VEHICLE OPERATOR:</b>	<i>"AIRFIELD THREE, PROCEEDING VIA CHARLIE, WILL HOLD SHORT OF RUNWAY 18."</i>
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#### 7.4. Common Use Phrases.

**Table 7.4. Common Use Phrases**

<b>What Is Said:</b>	<b>What It Means:</b>
Acknowledge	Let me know you have received and understand this message.
Advise Intentions	Let me know what you plan to do.
Affirmative	Yes.
Correction	An error has been made in the transmission, and the correct version follows.
Go Ahead	Proceed with your message only. <b>Note:</b> Use of this phrase does not authorize requestor to—Go Ahead with, or carry out, their request.
Hold/Hold Short	Phrase used during ground operations to keep a vehicle or aircraft within a specified area or at a specified point while awaiting further clearance from air traffic control.
How do you hear me?	Question relating to the quality of the transmission or to determine how well the transmission is being received.
Immediately or without delay, Expedite	Phrase used by ATC when such action compliance is required to avoid an imminent situation.
Negative	"No" or "permission not granted" or "that is not correct."
Out	The radio conversation is ended, and no response is expected.
Over	My radio transmission is ended, and I expect a response.
Read Back	Repeat my message to me.
Roger	I have received all of your last transmission.
Stand By	Means the controller or pilot must pause for a few seconds, usually to attend to other duties of a higher priority. Also means to wait as in "stand by for clearance." The caller should reestablish contact if a delay is lengthy.
Unable	Indicates inability to comply with a specific instruction, request, or clearance.
Verify	Request confirmation of information.
Wilco	I have received your message, understand it, and will comply with it.

**7.5. The Aviation Alphabet.** The following table shows the International Civil Aviation Organization (ICAO) phonetic alphabet that is used in radio communications. Use the words in place of letters to reduce confusion. For example, Taxiway B would be referred to as Taxiway Bravo.

**Table 7.5. Aviation Alphabet**

A	Alpha	N	November
B	Bravo	O	Oscar
C	Charlie	P	Papa

D	Delta	Q	Quebec
E	Echo	R	Romeo
F	Foxtrot	S	Sierra
G	Golf	T	Tango
H	Hotel	U	Uniform
I	India	V	Victor
J	Juliet	W	Whiskey
K	Kilo	X	X-ray
L	Lima	Y	Yankee
M	Mike	Z	Zulu

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**Attachment 1****GLOSSARY OF TERMS, REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 13-2, *Air Traffic, Airspace, Airfield, and Range Management*, 7 August 2007

AFI 13-204, Volume 2, *Airfield Operations Standardization and Evaluations*, 1 September 2010

AFI 13-213, *Airfield Driving*, 1 June 2011

AFI 21-101, *Aircraft and Equipment Maintenance Management*, 26 July 2010

AFI 24-301, *Vehicle Operations*, 1 November 2008

AFJMAN 24-306, *Manual for Wheeled Vehicle Operator*, 1 July 2009

AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*, 14 July 2000

AFI 33-360, *Publications and Forms Management*, 18 May 2006

AFMAN 33-363, *Management of Records*, 1 March 2008

AFOSHSTD 91-100, *Aircraft Flight Line – Ground Operations and Activities*, 1 May 1998

AFI 91-202, *The US Air Force Mishap Program*, 5 August 2011

AFMAN 91-223, *Aviation Safety Investigations and Reports*, IC 1, 9 August 2006

AFI 48-123, *Medical Examinations and Standards*, IC1, 1 June 2010

Air Force Enlisted Classification Directory (AFECD), 1 August 2009

Air Force Officer Classification Directory (AFOCD), 31 October 2009

AFVA 11-240, *USAF Airport Signs and Markings*, 2 June 2004

AFVA 13-221, *Control Tower Light Signals*, 1 November 2001

AFVA 13-222, *Runway/Controlled Movement Area Procedures*, 30 July 2009

FAA Advisory Circular 150/5340-1K, *Standards for Airport Markings*, 3 September 2010

FAA Joint Order 7110.65, *Air Traffic Control*, 11 February 2010

T.O. 00-25-172, *Ground Servicing of Aircraft and Static Grounding/Bonding*, 19 January 2012

***Adopted Forms***

AF Form 457, *USAF Hazard Report*, 1 September 1993

AF Form 483, *Certificate of Competency*, 1 February 1985

AF Form 651, *Hazardous Air Traffic Report (HATR)*, 1 October 1998

AF Form 1313, *Driving Record*, 1 May 1985

AF Form 2293, *US Air Force Motor Vehicle Operator Identification Card*, 1 February 1987

AF Form 3616, *Daily Record of Facility Operation*, 10 January 2012

FAA Form 5280-7, *Airfield Visual Aid Safety Placard*



AF Form 171, *Request for Driver's Training and Addition to U.S. Government Drivers License*, 15 March 2011

USFJ Form 4EJ, *Operator's Permit for Civilian Vehicles*, 10 December 1982

374 AWVA 24-2, *Yokota Air Base Airfield Pass*, 1 October 2009

### ***Abbreviations and Acronyms***

**ADI**—Airfield Driving Instruction

**ADP**—Airfield Driving Program

**ADPM**—Airfield Driving Program Manager

**AF**—Air Force

**AFFSA**—Air Force Flight Standards Agency

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFM**—Airfield Manager

**AFRSAT**—AF Runway Safety Action Team

**AFSC**—Air Force Specialty Code

**AM**—Airfield Management

**AO**—Airfield Operations

**AOB**—Airfield Operations Board

**AOF/CC**—Airfield Operations Flight Commander

**AOI**—Airfield Operations Instruction

**ATC**—Air Traffic Control

**ATCT**—Air Traffic Control Tower

**CBT**—Computer Based Training

**CMA**—Controlled Movement Area

**CMAV**—Controlled Movement Area Violation

**COP**—Community of Practice

**DOD**—Department of Defense

**FAA**—Federal Aviation Administration

**FOD**—Foreign Object Damage

**GM**—Guidance Memorandum

**HATR**—Hazardous Air Traffic Report

**IC**—Interim Change

**ILS**—Instrument Landing System

**INST**—Instrument

**IR**—Infrared

**MAJCOM**—Major Command

**MFR**—Memorandum for Record

**MOPP**—Mission Oriented Protective Posture

**OG**—Operations Group

**OPR**—Office of Primary Responsibility

**NVD**—Night Vision Device

**POFZ**—Precision Obstacle Free Zone

**POV**—Privately Owned Vehicle

**RIPWG**—Runway Incursion Prevention Working Group

**RGL**—Runway Guard Light

**RWY**—Runway

**SF**—Security Forces

**TDY**—Temporary Duty

**VCNCO**—Vehicle Control Noncommissioned Officer

**VCO**—Vehicle Control Officer

**VFR**—Visual Flight Rule

### *Terms*

**Acknowledge**—Let me know that you have received my message.

**Advise Intentions**—Tell me what you plan to do.

**Aerodrome**—A defined area on land or water (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival, departure, and movement of aircraft.

**AF Runway Safety Action Team**—AFRSAT teams are composed of AFFSA and/or MAJCOM OPR for AO functional experts used to analyze report and determine corrective actions required to reduce the number of Controlled Movement Area Violations on the airfield. AFRSAT functional experts will evaluate all pertinent areas that are a part of, or affect, the negative trend or unsafe condition.

**Aircraft on Final**—Commonly used to mean that an aircraft is on final approach course or is aligned with a landing area.

**Airfield**—An area prepared for the accommodation (including any buildings, installations, and equipment) of landing and take-off of aircraft.

**Airfield Driving Instruction (ADI)**—Formerly known as the flight line driving instruction. Establishes local operations, procedures and training standards for driving a vehicle on the airfield. Also called ADI.

**Airfield Driving Program Manager (ADPM)**—An individual appointment by the unit commander to administer the organization's airfield driving program.

**Airfield Facilities**—Includes: runways, taxiways, parking and servicing areas, ATC facilities, Airfield Management, navigational aids, aircraft fire suppression and rescue services and airfield lighting systems.

**Airfield Management**—A function that conducts airfield inspections and checks for safety and compliance with planning and design criteria. Plans, organizes and directs airfield activities to include airfield construction/repairs, airfield driving program, ice/snow removal operations, Bird/Wildlife control, etc. Procures, maintains, and produces information on safe operation of aircraft through the national and international airspace system such as Flight Information Publications, aeronautical charts and maps, Notice to Airmen (NOTAM), local airfield and navigational aid status, and weather information. Process domestic and international flight plans.

**Airfield Management Operations (AMOPS)**—A facility located near the airfield that provides aircrews with flight plan processing and planning services.

**Airfield Manager (AFM)**—Works directly for the AOF/CC and manages airfield management facilities to ensure effective support to the base flying mission and transient aircrews.

**Airfield Operations Flight Commander (AOF/CC)**—Responsible for the overall operation/services provided by the airfield operations flight in support of the wing flying mission and in compliance with USAF and FAA guidelines.

**Clear**—ATC term used between pilots and air traffic controllers, not authorized for use by personnel operating motor vehicles on the airfield.

**Commercial Vehicle**—A vehicle, which is owned or leased by a commercial firm.

**Controlled Areas**—Controlled areas are legally defined areas containing Protection Level 4 resources. Only authorized personnel, designated by a unit commander, have access to controlled areas.

**Controlled Movement Area (CMA)**—As defined in Airfield Operation Instructions, any portion of the airfield requiring aircraft, vehicles and pedestrians to obtain specific Air Traffic Control Tower (ATCT) approval for (normally via two-way radio contact with the ATCT). Controlled Movement Areas include but are not limited to areas used for takeoff, landing and as required taxiing of aircraft. **Note:** This definition is used in lieu of "movement area" as defined in the FAA Pilot Controller Glossary. Also called CMA.

**Controlled Movement Area Violation (CMAV) Event**—An airfield infraction caused by aircraft, vehicles, or pedestrians entering the control movement area without specific ATCT approval. This definition includes runway incursions and infractions caused by communication errors. Refer to AFI 91-223, paragraph 1.3.1.8., for reportable HATR reporting procedures and paragraph 1.3.1.9. for reportable CMAV events.

**Expedite**—Used by ATC when prompt compliance is required to avoid the development of an imminent situation.

**Foreign Object Damage (FOD)**—Any damage to an aircraft, engine, aircraft system, component, tire, munitions, or support equipment caused by a foreign object(s) which may or may not degrade the required safety and/or operational characteristics of the aforementioned items.

**Government Owned Vehicles (GOVs)**—Vehicles that are owned or leased by the US government.

**Ground Vehicle Traffic Lane**—A defined and marked lane on the flightline used for the movement of vehicle traffic.

**Hold or Hold Short**—Used by ATC to indicate you must stay where you are currently located or for you to hold at the Runway Hold line/VFR hold line prior to receiving approval into the CMA.

**Host Wing Commander**—The individual with ultimate responsibility for operating the airfield.

**Hot Spot**—A runway safety related problem area or intersection on an airfield. Typically, it is a complex or confusing taxiway/taxiway or taxiway/runway intersection. A confusing condition may be compounded by a miscommunication between a controller and a pilot, and may cause an aircraft separation standard to be compromised. The area may have a history of surface incidents or the potential for surface incidents.

**Immediately**—Used by ATC when such action compliance is required to avoid an imminent situation.

**Instrument Hold line**—A designated boundary intended to protect the runway environment. Found at the point where a taxiway and runway intersect. Instrument hold line is marked in retro-reflective yellow paint.

**Light Gun**—A handheld directional light signaling device which emits a brilliant narrow beam of white, green, or red light as selected by the tower controller. The color and type of light transmitted can be used to approve or disapprove anticipated pilot actions where radio communication is not available. The light gun is used for controlling traffic operating in the vicinity of the airport and on the airport movement area.

**Major Command (MAJCOM)**—For the purpose of this instruction, includes all USAF Major Commands plus the Air National Guard Readiness Center, Air Force Reserve Command, Direct Reporting Units, and Field Operating Agencies. MAJCOM also refers to the OPR for Airfield Operations in this AWI.

**Negative**—No, or permission not granted, or that is not correct.

**Out**—The conversation is ended and no response is expected.

**Over**—My transmission is ended; I expect a response.

**Parking Ramp/Apron**—Areas where aircraft are parked, loaded and unloaded and serviced between flights. Vehicles and aircraft operate in close proximity in these areas, so it is vital to maintain a safe distance between your vehicle and aircraft. Always yield to aircraft and never drive under an aircraft or its wings. Slow speed and extreme caution are required in these areas.

**Perimeter Road**—A road around the runway perimeter designed to connect the access roads.

**Precision Obstacle Free Zone**—An 800 foot wide by 200 foot long area centered on the runway centerline adjacent to the threshold designed to protect aircraft flying precision approaches from ground vehicles and other aircraft when ceiling is less than 250 feet or visibility is less than 3/4 statute mile (or runway visual range below 4,000 feet.)

**Privately Owned Vehicle (POVs)**—A vehicle that is owned or leased by a private party.

**Proceed**—Authorization to begin/continue on approved routes.

**Ramp**—Either concrete or asphalt (depending on the weight of the aircraft and the sub-base of the ground beneath) used to park aircraft or equipment.

**Read Back**—Repeat my message back to me.

**Restricted Area**—An area on the airfield designated for the use by aircraft/equipment requiring security protection level. Marked with signs prior to entering, Red Lines will indicate the boundaries.

**Roger**—I understand and have received all of your transmission.

**Runway**—A defined rectangular area on an airfield prepared for the landing and takeoff of aircraft.

**Runway Hold line**—A designated boundary intended to protect the runway environment. Found at the point where a taxiway and runway intersect.

**Runway Incursion**—Any occurrence at an aerodrome involving the incorrect presence of an aircraft, vehicle or person on the protected area of a surface designated for the landing and take-off of aircraft. For the purpose of this instruction, the protected area is the same as the CMA. These are further classified into three operational categories:

**1) Operational Error (OE)**—A failure of the air traffic control system that results in loss of separation.

**2) Pilot Deviation (PD)**—The action of a pilot that results in the violation of ATC instructions, AFI's and/or FARs.

**3) Vehicle/Pedestrian Deviation (V/PD)**—Any entry or movement on the controlled movement area by a vehicle (including aircraft operated by non-pilots) or pedestrian that has not been authorized by Air Traffic Control.

**Say Again**—Used to request a repeat of the last transmission. Usually specifies transmission was not understood or received.

**Stand By**—To pause while other duties of a higher priority are attended to. Also means to standby for clearance/approval.

**Taxilane**—Ramp space between rows of parked aircraft used to maneuver aircraft to and from parking spots and taxiways.

**Taxiway**—A paved surface for taxiing aircraft from parking ramp to runway.

**Unit**—For the purpose of this AFI, the term unit is equivalent to a Squadron, also known as the basic unit in the USAF organizational structure. Squadrons are usually made up of several flights (typically four), and commanded by a field grade officer.

**Wake Turbulence**—A phenomenon resulting from the passage of an aircraft through the atmosphere. The term includes vortices, thrust stream turbulence, jet blast, jet wash, propeller wash, and rotor wash both on the ground and in the air.

**Wing Commander**—The individual with ultimate responsibility for operating the airfield.

**Without Delay**—With a sense of urgency, proceed with approved instructions in a rapid manner.

**Words Twice**—Communication is difficult. Please say every phrase twice.

**Wilco**—I have received your message, understand it, and will comply with it.

## Attachment 2

**UNIT AIRFIELD DRIVING PROGRAM MANAGER AND TRAINER(S)  
APPOINTMENT LETTER**

**Figure A2.1. Sample Unit Airfield Driving Program Manager and Trainer (s)  
Appointment Letter**

MEMORANDUM FOR 374 OSS/OSA

FROM: (Unit Commander Office Symbol)

SUBJECT: Appointment of Unit ADPMs and Trainers

1. The following individuals are appointed as unit Airfield Driving Program Managers (primary/alternate) and trainers. Individuals have received training IAW AFI 13-213 and the Local Driving Instruction. Both ADPM and Alt ADPM have the authority to certify personnel are qualified to drive on the airfield and will ensure completion and tracking of all airfield drivers training for unit assigned and TDY personnel.

NAME/Email	OFFICE SYM	DP	483 # _____
------------	------------	----	-------------

PRIMARY:

MSgt Ann B. Smith	OSAA	XXX-XXXX	BLK#####
Email: Ann.Smith@blank.af.mil			

ALTERNATE:

TSgt John E. Doe	OSAA	XXX-XXXX	BLK#####
Email: John.Doe@blank.af.mil			

2. The following individuals are appointed as Airfield Driving Program Trainers:

NAME/Email	OFFICE SYM	DP	483 # _____
------------	------------	----	-------------

TSgt Jane C. Davis	OSAA	XXX-XXXX	BLK#####
Email: Jane.Davis@blank.af.mil			

SSgt Michael Johnson	OSAA	XXX-XXXX	BLK#####
Email: Michael.Johnson@blank.af.mil			

3. This letter supersedes all previous letters, same subject.

XXXX X. XXXXX, Lt Col, USAF  
Commander

## Attachment 3

## UNIT ADPM TRAINING CHECKLIST

Figure A3.1. Sample Unit ADPM Training Checklist

UNIT ADPM TRAINING CHECKLIST			
<b>SECTION I – TRAINEE INFORMATION</b> <i>(Completed by Wing ADPM)</i>			
Name (Last, First, Middle Initial)	Rank, Civilian Grade or equivalent	Unit/Office Symbol or Company Name	Duty Phone
<b>SECTION II – QUALIFICATION TRAINING</b> <i>(Completed by Trainee and Wing ADPM)</i>			
	Date Completed	Trainee Initials	Wing ADPM
1. Unit ADPM duties and responsibilities.			
2. Appointment of unit trainers.			
3. Runway incursion prevention.			
4. Governing Directives.			
4.1. AFMAN 24-306, <i>Manual for the Wheeled Vehicle Operator</i> .			
4.2. AFOSHSTD 91-100, <i>Aircraft Flightline – Ground Operations and Activities</i> , Chapter 6.			
4.3. AFI 21-101, <i>Aircraft and Equipment Maintenance Management</i> .			
5. Testing requirements to include test security/compromise.			
6. Color vision testing requirements. See AFI 48-123, <i>Medical Examinations and Standards</i> for additional information.			
7. Airfield Driver's training requirements.			
7.1. Local Qualification.			
7.2. Refresher.			
8. Unit ADPM Continuity Binder.			
9. Reporting, Enforcement, and Violation Consequences.			
10. Vehicle Passes (Privately Owned/Government Leased).			
11. Controlled Movement Area (CMA) procedures and training for unit personnel.			
12. TDY personnel/Non-based assigned contractors briefing and or training requirements.			
13. Escort procedures.			
14. Procedures for issuing revoking and reissuing an AF FORM 483, <i>Certificate of Competency</i> .			
15. Participate with the Unit AFPM on an actual training session and practical check ride.			
16. AF FORM 483 CERTIFICATE #	STAMP:		
<b>SECTION III – TRAINING CERTIFICATION</b> <i>(Completed by the Trainee and Wing ADPM or designated representative)</i>			
<b>TRAINEE</b>			
I have received and completed all of the above training requirements and will comply with 374 AWI 13-213.			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
<b>WING ADPM or designated representative</b>			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:





## Attachment 4

## UNIT AIRFIELD DRIVER PROGRAM SELF INSPECTION CHECKLIST

Figure A4.1. Sample Unit Airfield Driver Program Self Inspection Checklist

UNIT AIRFIELD DRIVER PROGRAM SELF INSPECTION CHECKLIST			
<b>SECTION I – GENERAL INFORMATION</b> <i>(Completed by the Wing ADPM or Unit ADPM)</i>			
Unit	Office Symbol or Company Name	Date:	
<b>SECTION II – INSPECTION ITEMS</b> <i>(Completed by the Wing ADPM or Unit ADPM)</i>			
	Yes	No	Not Applicable
<b>1. Unit Commander.</b>			
1.1. Has the unit commander appointed, in writing, an Airfield Driving Program Manager and alternate?			
1.2. Is a current copy of the Airfield Driving Program Manager appointment letter on file at Airfield Management?			
1.3. Does the unit commander limit the number of personnel authorized to drive on the airfield to the absolute minimum necessary to accomplish the mission?			
1.4. Has the unit commander established procedures to limit the number of runway crossings? Is the number of unit drivers validated at least annually to include those that enter or cross the runway?			
1.5. Is the unit commander notified when individuals commit a violation?			
1.6. Does the unit commander notify the Airfield Driving Program Manager and Airfield Management when revoking an individual's driving privileges?			
1.7. Has the unit commander appointed, in writing, Airfield Driving Program Trainers? Is the list of names current and accurate?			
<b>2. Unit Airfield Driving Program (ADPM) Manager.</b>			
2.1. Is the Unit ADPM trained and certified to drive on the airfield?			
2.2. Does the Unit ADPM ensure drivers have a valid state driver's license and are qualified to operate applicable vehicles?			
2.3. Does the Unit ADPM ensure airfield drivers have their color vision tested? Is the AFSC exempt?			
2.4. Does the Unit ADPM maintain a list of all drivers authorized to drive on the airfield with at least the minimum data (Full name, rank, unit, office symbol, AF FORM 483 number, any restrictions and date refresher training is due)?			
2.5. Does the Unit ADPM have current and accurate training documentation on file for drivers that have been issued an AF FORM 483, <i>Certificate of Competency</i> , endorsed for airfield driving?			
2.6. Does the Unit ADPM maintain a properly formatted continuity binder or electronic equivalent with all required documentation?			
2.7. Are the training and testing materials current and accurate?			
<b>3. TDY personnel/Non base assigned Contractors.</b>			
3.1. Are TDY personnel/Non base assigned contractors driving credentials verified (do TDY personnel/Non base assigned contractors have a valid state/GOV driver's license and AF FORM 483 from their home base)? ADPM should question the need to issue AF FORM 483 if TDY personnel do not have an AF FORM 483 from their home station.			
3.2. Are TDY personnel being trained on driving requirements in accordance with the local driving instruction?			
<b>4. Training.</b>			
4.1. Are potential airfield drivers receiving classroom training by the ADPM (as			

determined locally)?			
4.2. Are potential airfield drivers receiving practical day and night (as applicable) airfield familiarization training?			
4.3. Are potential airfield drivers receiving a practical day and night (as applicable) driving test?			
4.4. Does the ADPM provide unit personnel with references and materials necessary to complete training? Is this material readily available for reference in the event the program manager or alternate is not available?			
4.5. Is remedial training conducted and documented on personnel that fail a test or commit a violation?			
4.6. Are drivers receiving annual refresher training within the established time lines?			
4.7. Does the ADPM have a mechanism established to track annual refresher training requirements? Is the refresher training being documented on the back of the AF FORM 483?			
4.8. Are trainees administered a General Knowledge Test?			
4.9. Are trainees administered a Runway Incursion Prevention Test?			
4.10. Are trainees administered a Communication Test to individuals requiring CMA access?			
4.11. Are trainees instructed on proper radio terminology when communicating with the ATCT?			
4.12. Are trainees shown the actual location of Runway Hold-Lines and can they readily provide a verbal description of Runway Hold-Lines?			
4.13. Are trainees familiar with runway entry and exit procedures and radio "read back" requirement? (A random interview of unit vehicle operators may be conducted.)			
<b>5. Miscellaneous.</b>			
5.1. Is FAA Form 5280-7/AFVA 11 -240, Airfield Visual Aid Safety Placard, available for each vehicle operated on the CMA?			
5.2. Is FOD prevention and identification part of the Unit's Airfield Driving Program?			
5.3. Are vehicles used on taxiways and runways equipped with Infrared Red Lights/Roof-mounted rotating beacons?			
5.4. Is a current airfield diagram in unit assigned vehicles?			
<b>SECTION III – COMMENTS/NOTES</b> (Completed by the Wing ADPM or Unit ADPM)			
<b>SECTION IV – CERTIFICATION</b> (Completed by the Unit ADPM and Wing ADPM)			
<b>UNIT ADPM</b>			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
<b>WING ADPM</b>			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:

## Attachment 5

# AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION CHECKLIST

Figure A5.1. Sample Airfield Driving Training Documentation and Certification Checklist

AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION CHECKLIST			
<b>SECTION I – TRAINEE INFORMATION</b> <i>(Completed by the Unit ADPM)</i>			
Name (Last, First, Middle Initial)	Rank, Civilian Grade or equivalent	Unit/Office Symbol or Company Name	Duty Phone
<b>SECTION II – QUALIFICATION TRAINING</b> <i>(Completed by the Trainee and Unit Trainer)</i>			
	<b>Date Completed</b>	<b>Trainee's Initials</b>	<b>Trainer's Initials</b>
1. Trainee possesses a valid <i>(List State of Issue)</i> Driver's License <i>(List restrictions)</i> .			
2. Trainee possesses a valid Government Driver's License.			
3. USAF Airfield Driving Computer Base Training. [Score:     ]			
4. Airfield Driver Training Classroom <i>(as determined locally)</i> .			
5. Airfield Driving Qualification Training Checklist/ Curriculum. (See Attachment 6)			
6. Practical Day Airfield Driver Familiarization Training (See Attachment 6, Item 4)			
7. Practical Night Airfield Driver Familiarization Training as applicable. (See Attachment 6, Item 4)			
8. Practical Driving Test. Includes day and night (as applicable)			
9. Communications Test. [Score:     ]			
10. Airfield Diagram/Layout Test. [Score:     ]			
11. General Knowledge Test (Written). [Score:     ]			
12. Runway Incursion Prevention Test. [Score:     ]			
<b>SECTION III – Color Vision Test for CMA drivers only.</b> <i>(Completed by Hospital/Medical Treatment Facility Optometry For)</i>			
Check applicable. 1. Normal Color Vision. 2. Color Blind/Deficient. 3. Not Required/Non-CMA Driver			
Name (Last, First, MI):	Grade:	Signature:	Date:

<b>SECTION IV – TRAINER CERTIFICATION</b> <i>(Completed by Authorized Airfield Driving Training Instructor)</i>			
I certify that the trainee has received all required qualification training requirements annotated above.			
Name of Trainer (Last, First, MI):	Grade:	Signature:	Date:
<b>SECTION V – TRAINEE ACKNOWLEDGEMENT</b> <i>(Completed by Trainee)</i>			
I have received and completed all of the above training requirements and will comply with Yokota Air Base Airfield Driving Instruction (ADI). I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement areas without approval from the Air Traffic Control Tower (ATCT).			
Name of Trainee (Last, First, MI):	Grade:	Signature:	Date:
<b>SECTION VI – UNIT CERTIFICATION</b> <i>(Completed by Unit Commander or Unit ADPM)</i>			
I certify that the above trainee has successfully completed all training requirements to operate a vehicle at Yokota Air Base. Check all applicable restrictions and or special access.			
<input type="checkbox"/> Ramp only (Failed Color Vision) <input type="checkbox"/> Daylight Hours only (Failed Color Vision) <input type="checkbox"/> CMA Authorized <input type="checkbox"/> Other ( <i>Specify</i> )			
Name (Last, First, MI):	Grade:	Signature:	Date:
<b>SECTION VII – AIRFIELD DRIVING AUTHORIZATION</b> <i>(Completed by the Wing ADPM or designated representative)</i>			
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		AF FORM483 CERTIFICATE #	
Name (Last, First, MI):	Grade:	Signature:	Date:

## Attachment 6

## AIRFIELD DRIVING QUALIFICATION TRAINING CHECKLIST (CURRICULUM)

Figure A6.1. Sample Airfield Driving Qualification Training Checklist (Curriculum)

AIRFIELD DRIVING QUALIFICATION TRAINING CHECKLIST (CURRICULUM)				
SECTION I – TRAINEE INFORMATION <i>(Completed by Unit ADPM)</i>				
Name (Last, First, Middle Initial)	Rank, Civilian Grade or equivalent	Unit/Office Symbol or Company Name	Duty Phone	
	Date Completed	Trainee's Initials	Trainer's Initials	Not Available (N/A)
<b>1. Definitions and terms.</b> Training Outcome(s): Trainee must be knowledgeable of the terms used on an airfield.				
1.1. Runway				
1.2. Controlled Movement Area (CMA)				
1.3. Controlled Movement Area Violation (CMAV)				
1.4. Runway Incursion				
1.5. Taxiway				
1.6. Ramp/Apron				
1.7. Foreign Object Damage (FOD) control/prevention				
1.8. Overrun				
1.9. Taxilane				
1.10. Light Gun				
1.11. Jet Blast				
1.12. Vehicle Service Road				
1.13. Hot Cargo Area				
1.14. Arm/De-Arm Area				
1.15. Aircraft Arresting Gear				
1.16. ILS Critical Area				
1.17. Mandatory Sign				
1.18. Informational Sign				
1.19. Emergency Response Vehicle				
1.20. Circle of Safety				
1.21. Restricted Area				
1.22. Entry Control Point				
1.23. Fixed/Mobile Obstacle				
1.24. Airfield Management				
1.25. Air Traffic Control Tower (ATCT)				
<b>2. Vehicle operator requirements.</b> Training Outcome(s): Trainee must be knowledgeable on local procedures and requirements for operating a vehicle on the airfield.				
2.1. Use of vehicle lighting (e.g. Daytime Running, Rotating/IR beacons, hazard/emergency flashers).				
2.2. Procedures for reporting an accident or vehicle maintenance problems.				
2.3. Vehicle parking and chocking requirements.				

2.4. Use of perimeter and infield roadways.				
2.5. Lateral distance requirements for mobile obstacles on an apron/ramp and taxiway.				
2.6. Speed limits for vehicles operating on an apron/ramp and taxiway.				
2.7. Requirements for operating a vehicle within the immediate vicinity of aircraft.				
2.8. Procedures for reporting and removing FOD.				
2.9. Restricted visibility and/or night driving.				
2.10. Procedures for operating of bicycles, tricycles, etc. on the airfield.				
2.11. Use of traction control devices as applicable.				
2.12. Emergency Response Vehicle requirements.				
2.13. Vehicle Escort/Convoy Driving procedures as applicable.				
<b>3. Aircraft Operations.</b> Training Outcome(s): Trainee must be knowledgeable of hazards associated with aircraft.				
3.1. Right of Way.				
3.2. Taxiing.				
3.3. Jet Blast safety requirements.				
<b>4. Practical Day and Night (as applicable) Airfield Familiarization Training.</b> Training Outcome(s): Trainee must be knowledgeable of the airfield environment. At a minimum, the trainee must demonstrate the ability to operate a vehicle to and from their designated work areas.				
<b>5. Local Airfield Basics.</b> Training Outcome(s): Trainee must be knowledgeable of the airfield environment.				
5.1. Familiarize trainee with the following airfield lighting.				
5.1.1. Runway.				
5.1.1.1. Edge Lights.				
5.1.1.2. Approach Lights.				
5.1.2. Taxiway.				
5.1.2.1. Edge Lights.				
5.1.2.2. Centerline Lights.				
5.1.2.3. Guard Lights				
5.2. Familiarize trainee with the following airfield signage.				
5.2.1. Runway Hold Sign.				
5.2.2. Taxiway Location Sign.				
5.2.3. ILS Critical Area Sign.				
5.2.4. Direction Sign.				
5.2.5. Distance Remaining Sign.				
5.3. Familiarize trainee with the following airfield markings.				
5.3.1. Runway.				
5.3.1.1. Centerline.				
5.3.1.2. Edge.				
5.3.1.3. Runway ID Numbers.				
5.3.1.4. Threshold Markings.				
5.3.1.5. VFR Hold Line.				
5.3.2. Vehicle Stop Bars.				
5.3.3. Taxiways.				
5.3.3.1. Centerline.				
5.3.3.2. Edge Markings.				
5.3.4. ILS Critical Areas.				
5.3.5. Non-Movement Area Boundary Marking as applicable.				

5.3.6. Non Standard Airfield Markings as applicable.				
5.3.7. Aircraft Arresting Gear Marking as applicable.				
5.4. Familiarize trainee with the locations or airfield Navigational Aids and Visual Approach Aid.				
5.5. Familiarize trainee with the location of Restricted Areas and Entry Control Points.				
5.6. Familiarize trainee with the location of Free Zones as applicable.				
5.7. Familiarize trainee with the reduced visibility/inclement weather driving techniques.				
5.8. Familiarize trainee with the location of the Fire Department, Air Traffic Control Tower and Airfield Management.				
5.9. Familiarize trainee with the location and use of traffic control devices.				
5.10. Familiarize trainee with Jet Blast hazardous locations on the airfield.				
5.11. Familiarize trainee with runway(s) configuration (e.g. dimensions, location, designation, etc.).				
5.12. Familiarize trainee with the taxiway configuration (e.g. dimensions, location, designation, etc.).				
5.13. Familiarize trainee with Controlled Movement Area Boundaries.				
5.14. Familiarize trainee with Congested Areas.				
5.15. Familiarize trainee with Hot Spots as required locally.				
5.16. Identify Smoking Areas as applicable.				
<b>6. Communications.</b> Training Outcome(s): Trainee must be knowledgeable of proper radio terminology and ATCT phraseology use on the airfield.				
6.1. Ground Vehicle Communications.				
6.2. Procedural Words and Phrases.				
6.3. Aviation Phonetic Alphabet.				
6.4. Aviation Terminology.				
6.5. Procedures for Contacting the ATCT.				
6.6. Light Gun Signals (Description of ATCT Light Gun signals).				
6.7. ATCT and or vehicle blind spots.				
<b>7. Other.</b>				
7.1. Review ADI.				
7.2. Runway Incursion Prevention Training.				
7.3. Demonstrate the ability to contact ATCT for approval to enter/exit the CMA. <b>Note:</b> Required for all personnel that require access on or across taxiways, helipads and aprons located in the CMA.				
7.4. Demonstrate the ability to contact ATCT for approval to enter/exit the runway. <b>Note:</b> Required for all personnel that require access on or across the runway.				
<b>SECTION III – TRAINING CERTIFICATION</b> (Completed by the Trainee, Unit ADPM and Wing ADPM)				
<b>TRAINEE</b>				
I have received and completed all of the above training requirements and will comply with Yokota Air Base Airfield Driving Instruction (ADI). I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement areas without approval from the Air Traffic Control Tower (ATCT).				
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:	
<b>UNIT ADPM</b>				
I certify that the above individual has completed all local training requirements outlined in 374 AWI 13-213 Airfield Driving Instruction (ADI). Check all applicable restrictions. <input type="checkbox"/> Ramp only				



<input type="checkbox"/> Daylight Hours only			
<input type="checkbox"/> Other ( <i>Specify</i> )			
<input type="checkbox"/> CMA Authorized			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
<b>WING ADPM or designated representative (<i>as required</i>)</b>			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:

## Attachment 7

**TDY PERSONNEL/NON-BASE ASSIGNED CONTRACTORS TRAINING CHECKLIST****Figure A7.1. Sample TDY Personnel/Non-Base Assigned Contractors Blue Route/Green Route Training Checklist**

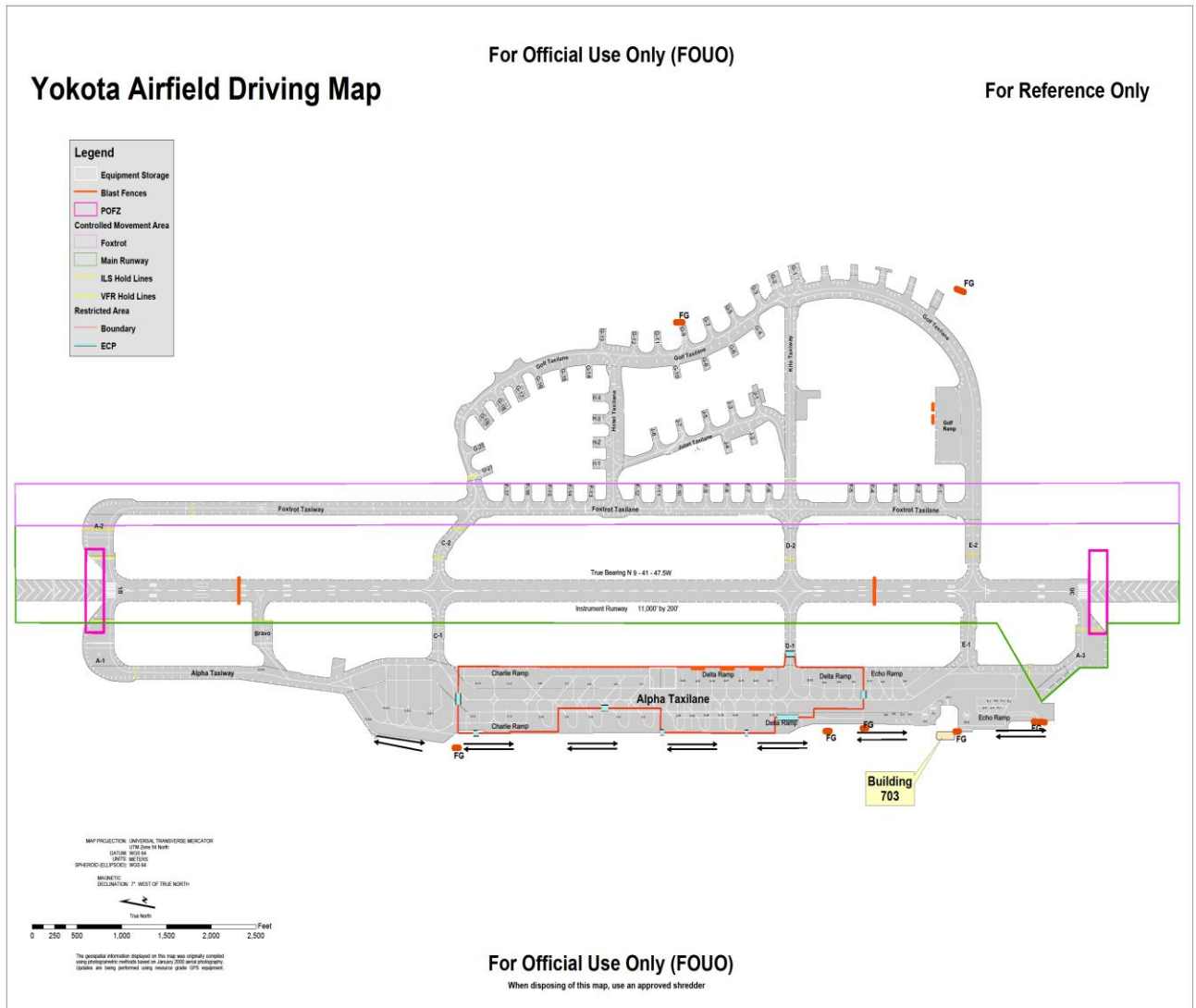
TDY PERSONNEL/NON-BASE ASSIGNED CONTRACTORS TRAINING CHECKLIST			
<b>SECTION I – TRAINEE INFORMATION</b> <i>(Completed by Unit ADPM or Wing ADPM)</i>			
Name (Last, First, Middle Initial)	Rank, Civilian Grade or equivalent	Unit/Office Symbol or Company Name	Duty Phone
<b>SECTION II – QUALIFICATION TRAINING</b> <i>(Completed by the Trainee, Unit ADPM or designated Trainer)</i>			
	<b>Date Completed</b>	<b>Trainee's Initials</b>	<b>Trainer's Initials</b>
1. Explain the difference between mandatory/informational airfield signs. Provide examples of mandatory/informational local airfield signs.			
2. Explain the different types of airfield markings (e.g. runway, taxiway, apron/ramp). Provide examples of local airfield markings.			
3. Explain the different types of airfield lighting systems (e.g. runway, taxiway, apron/ramp). Provide examples of local airfield lighting.			
4. Identify the speed limits for general/special purpose vehicles operating on aircraft parking aprons/ramp and taxiways.			
5. Identify the procedures for vehicle operating in the immediate vicinity of base assigned and transient (if applicable) aircraft.			
6. Explain the requirements for parking and chocking vehicles and/or equipment on the airfield.			
7. Identify the lateral distance requirements for mobile obstacles on taxiways and aprons.			
8. Discuss Foreign Object Damage (FOD) control/prevention measures for the airfield.			
9. Identify methods/practices to prevent a runway incursion.			
10. Explain the different types of airfield violations and their consequences.			
10. Explain the different types of airfield violations and their consequences.			
11. Identify the proper radio terminology and phraseology.			
12. Provide a local Airfield Diagram.			
13. Identify all restricted areas and entry control points.			
14. Identify all Control Movement Area boundaries.			
15. Identify Free zones, when applicable.			
16. Practical airfield familiarization training. At a minimum, familiarize individual on route(s) to and from the designated work area.			
17. Explain procedures for Night Driving, Reduced visibility and Inclement weather, when applicable.			
18. Explain procedures for reporting an accident or vehicle maintenance problems.			

<b>SECTION III – TRAINING CERTIFICATION</b> <i>(Completed by Trainee, Unit ADPM and Wing ADPM as required)</i>			
<b>TRAINEE</b>			
I have received and completed all of the above training requirements and will comply with Yokota Air Base Airfield Driving Instruction (ADI). I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement areas without approval from the Air Traffic Control Tower (ATCT).			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
<b>UNIT ADPM</b>			
I certify that the above individual has completed all local training requirements outlined in 374 AWI 13-213. Check all applicable restrictions.			
<input type="checkbox"/> Ramp only <input type="checkbox"/> Daylight Hours only <input type="checkbox"/> CMA Authorized <input type="checkbox"/> Other ( <i>Specify</i> )			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
<b>WING ADPM or designated representative (as required)</b>			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:

## Attachment 8

### AIRFIELD MAP

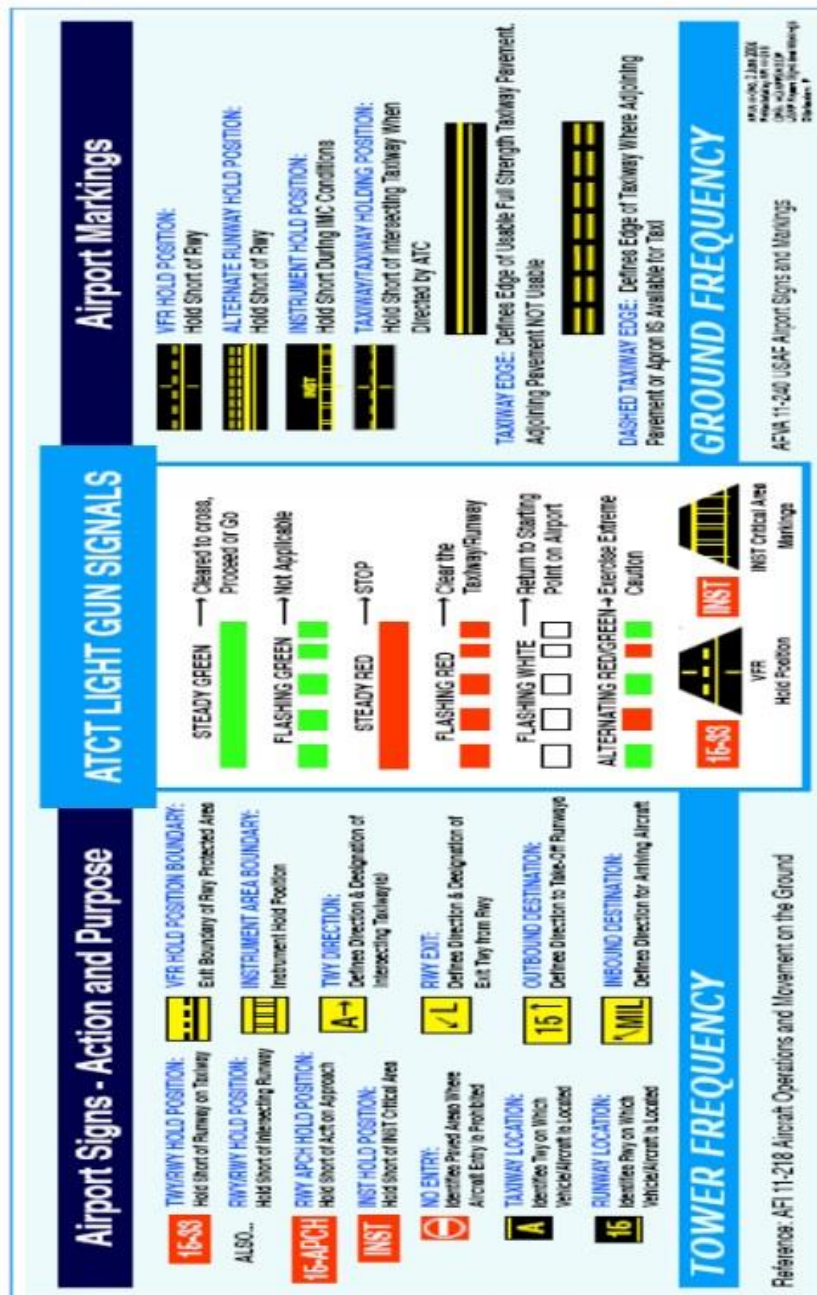
Figure A8.1. Airfield Map



## Attachment 9

## AFVA 11-240, AIRPORT SIGNS AND MARKINGS

Figure A9.1. Sample AFVA 11-240



**Attachment 10**  
**AIRFIELD SIGNS AND MARKINGS**



**Figure A10.1. Edge of Stressed Pavement Marking.**



**Figure A10.2. VFR Hold Line.**



**Figure A10.3. Instrument Hold Line.**



**Figure A10.4. Precision Obstacle Free Zone.**



**Figure A10.5. Restricted Area Boundary Marking.**



**Figure A10.6. Taxiway Centerline Marking.**



**Figure A10.7. Wingtip Clearance Line.**



**Figure A10.8. Stop Bars.**



**Figure A10.9. Enhanced Taxiway Markings.**



Figure A10.10. Mandatory Signs.



Figure A10.11. Informational Sign.



Figure A10.12. Taxiway End Sign.



Figure A10.13. FOD Check Point.



Figure A10.14. Runway Light.



Figure A10.15. Taxiway Light.



Figure A10.16. Taxiway Entrance/Exit Light.



Figure A10.17. Instrument Hold Light.

## Attachment 11

## AF FORM 457 CHECKLIST

Figure A11.1. AF Form 457 Checklist

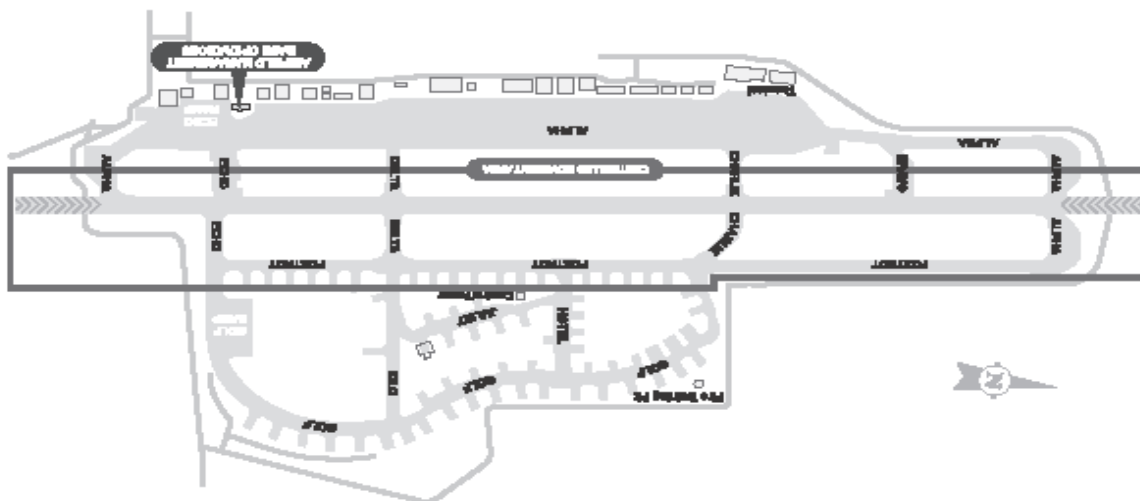
TASK	Complete	N/A
<b>SECTION I</b>		
<b>TO Block:</b> Address to 374 AW/SE Yokota AB Japan		
<b>FROM Block:</b> Individual completing form.		
<b>TYPE-MODEL, SERIAL NUMBER Block:</b> Input Type of Violation (i.e. Control Movement Area Violation/CMAV or Runway Intrusion); Input Operational Category (Consult Airfield Driving Instruction- ADI for category).		
<b>DESCRIPTION Block:</b> Be thorough. Input date, time. Summarize narrative to include Who, What, When, Where and How.		
<b>RECOMMENDATION Block:</b> Input recommendation if applicable		
<b>FORWARD:</b> TO 374 AW/SE with scanned copy of violators statement of events (OSAM Violation/Intrusion worksheet).		
<b>SECTION II</b>		
<b>SUMMARY of INVESTIGATION Block:</b> 374 AW/SE will accomplish an investigation of the violation and annotate their findings.		
<b>RECOMMENDATIONS Block:</b> 374 AW/SE investigator will input recommendations.		
<b>FORWARD:</b> 374 AW/SE will return form to OSAM individual who initiated the form.		
<b>ACTION TAKEN Block:</b> Initiator will annotate actions taken base on 374 AW/SE recommendations.		
<b>DATE/SIGN:</b> Initiator sign and date form.		
<b>FILE:</b> Turn form into Deputy Airfield Manager (DAFM) to be filed		



**Attachment 12**  
**AIRFIELD POV PASSES**

### Figure A12.1. Sample Airfield POV Passes

<b>YOKOTA AIR BASE AIRFIELD PASS</b>		<b>PASS #</b>
<input type="checkbox"/> <b>WHITE</b>	<input type="checkbox"/> <b>YELLOW</b>	<input type="checkbox"/> <b>BLUE</b>
<b>EXPIRES</b>		<input type="checkbox"/> <b>GREEN</b>
<b>AUTHORIZED FOR</b>	<b>AIRFIELD MANAGEMENT SIGNATURE</b>	



**Attachment 13****MEMORANDUM FOR REISSUANCE FOR AF FORM 483****Figure A13.1. Sample Memorandum for Reissuance for AF Form 483**

MEMORANDUM FOR 374 OSS/OSAM

FROM: Unit Commander

SUBJECT: Request Reinstatement of Airfield Driving Privileges for (Rank/Name)

1. Request airfield driving privileges for the following reasons: (State reasons)
2. To ensure a violation does not happen again. The (drivers unit) has implemented the following: (state all training or policy changes).

Unit Commander, Rank, USAF  
Commander

## Attachment 14

## MEMORANDUM TO REQUEST AIRFIELD POV PASS

Figure A14.1. Sample Memorandum to Request Airfield POV Pass

MEMORANDUM FOR 374 OSS/OSAM

FROM: Requesting Unit

SUBJECT: Request for Vehicle Pass

1. Request the following individual is granted Airfield driving privileges:

Owner/User:	SSN:
Unit:	Civilian License/State:
Duty Phone:	Restrictions:
DEROS:	Effective period/date:
Vehicle Make:	Vehicle Model:
Vehicle Year:	Vehicle Color:

2. This individual requires access to the airfield to perform job related duties.

3. This individual has been trained to drive the Blue/White/Green Route. (Select areas requiring access to)

3. This letter will be retained by the ADPM until individual is reassigned.

Unit ADPM, Rank, USAF  
Duty Title  
Squadron